# Microsoft Excel 2016: Beginners and Intermediate Training

365 Careers

365 Careers

# I. A selection of useful tips and tools

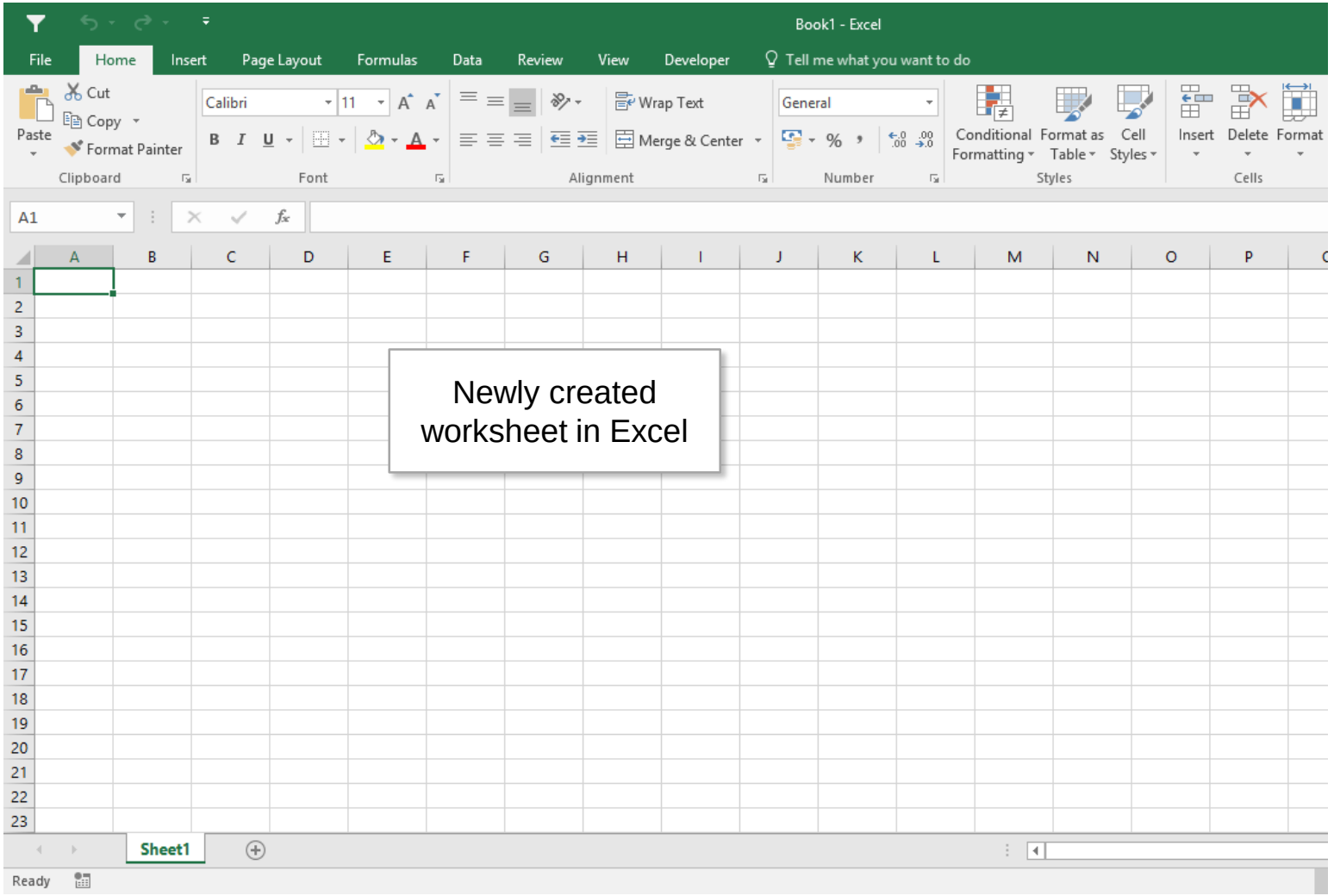
# Index


| | Page # |
|---|---|
| Formatting a worksheet | 4-11 |
| Freeze Panes | 12-19 |
| Set Print Area | 20-22 |
| Fast scrolling | 23-26 |
| Fixing references | 27-33 |
| Text to columns | 34-41 |
| Alt + Enter | 42-44 |
| Wrap text | 45-47 |
| Custom sort | 48-52 |
| Select special | 53-57 |
| Data validation | 58-62 |
| Dynamic naming | 63-65 |
| Custom formatting of cells | 66-70 |
| Recording Macros | 71-77 |
| Name cell ranges | 78-80 |

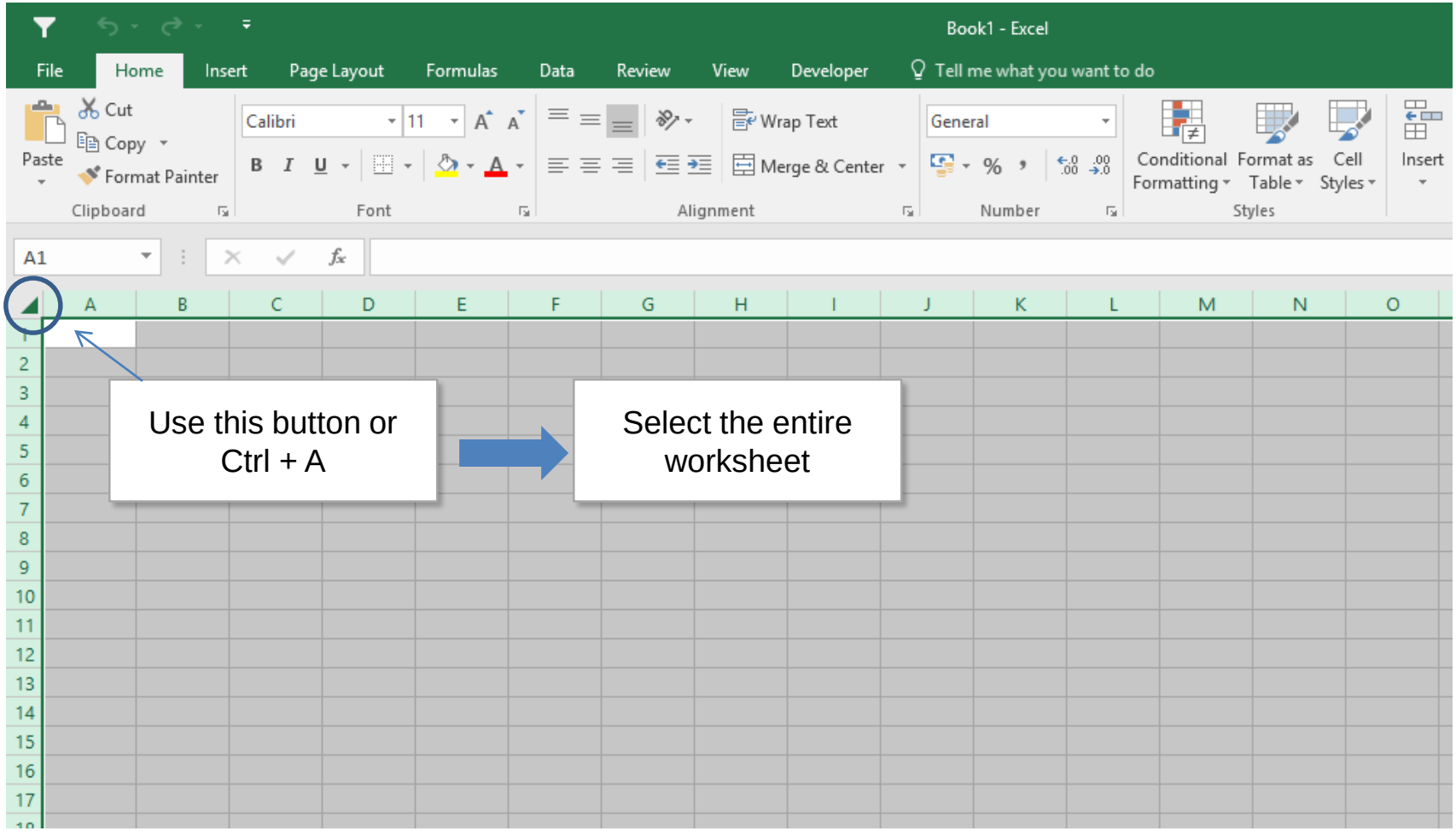
365 Careers

# Formatting a worksheet

# Formatting a worksheet



# Formatting a worksheet



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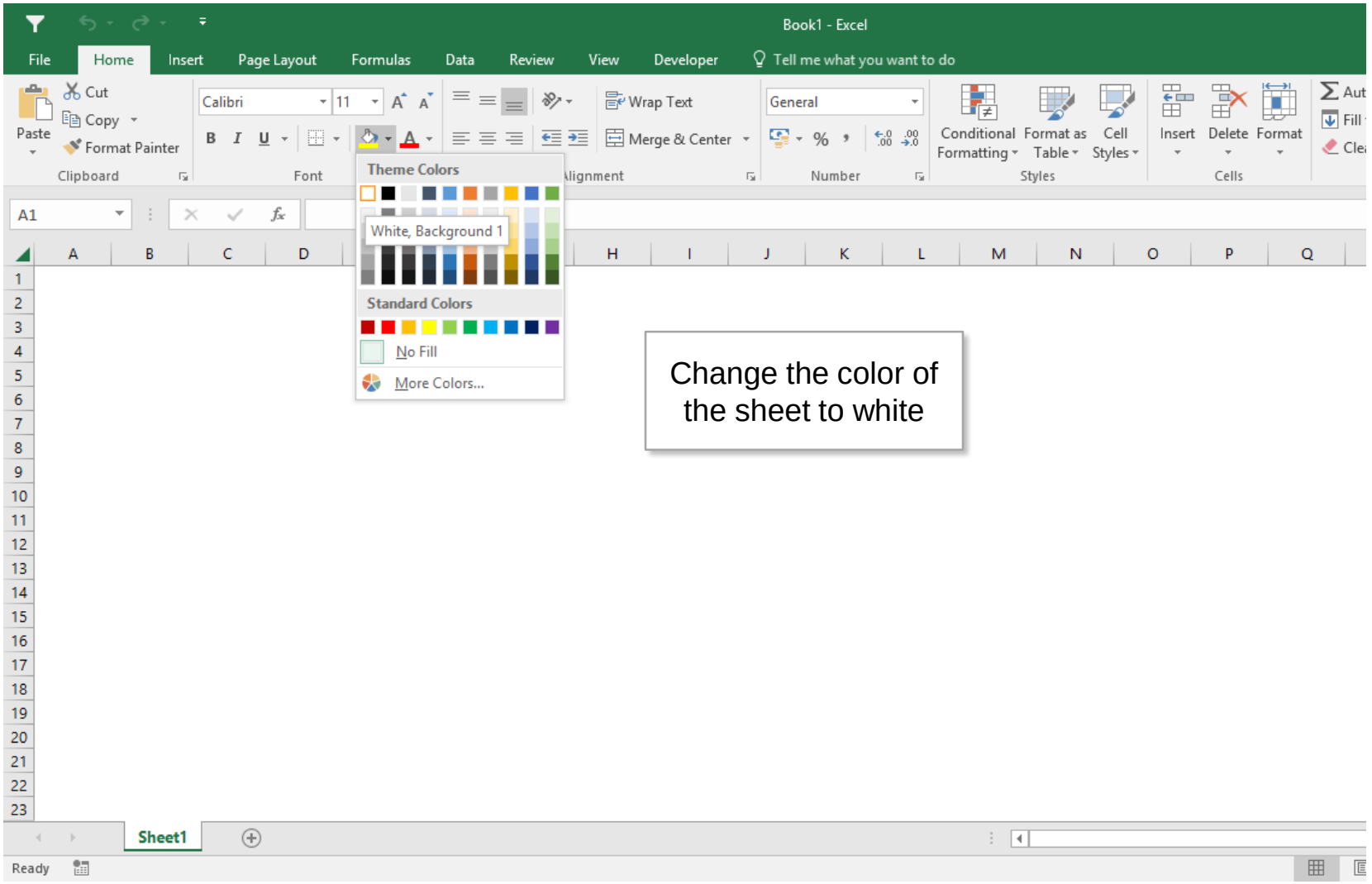

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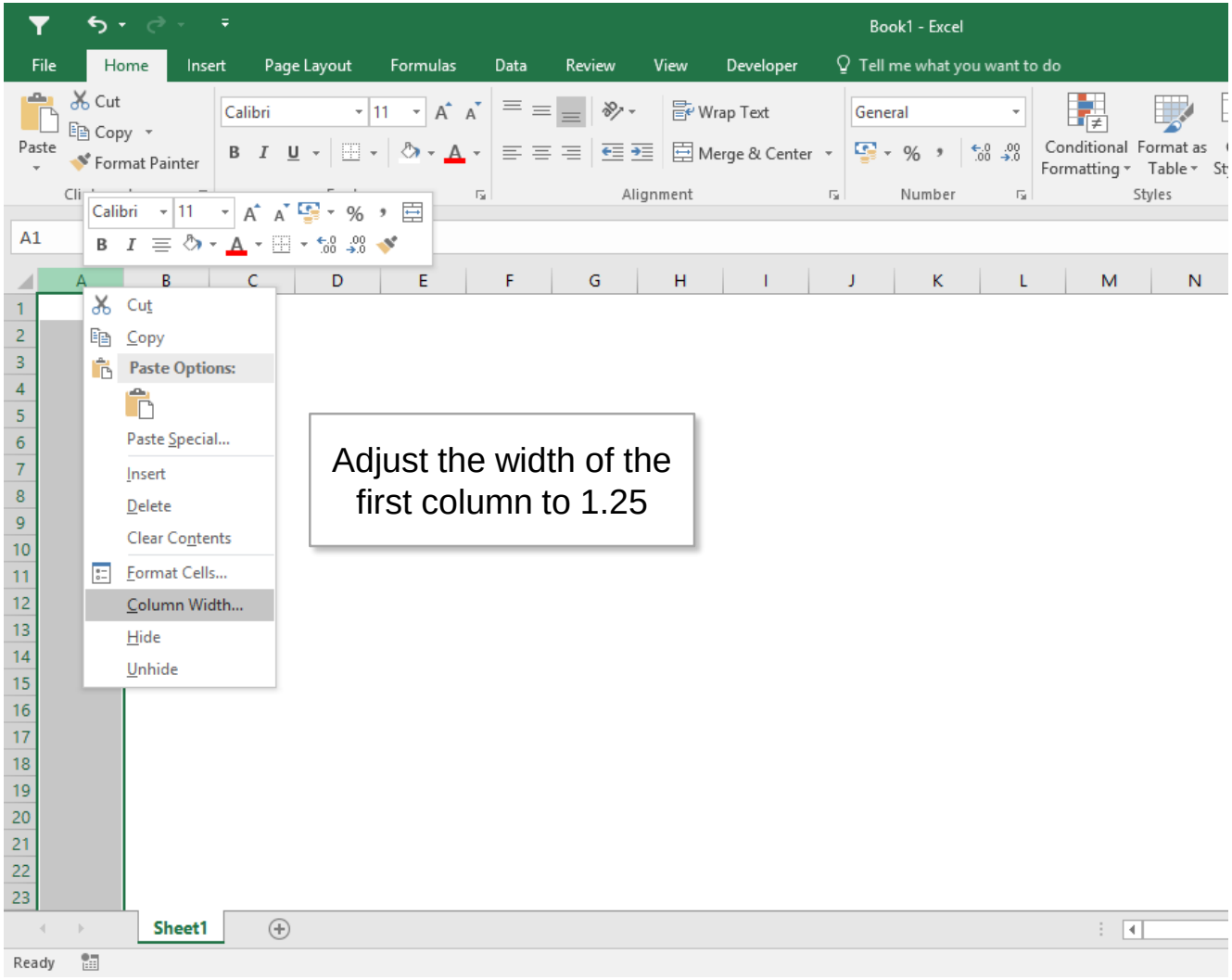

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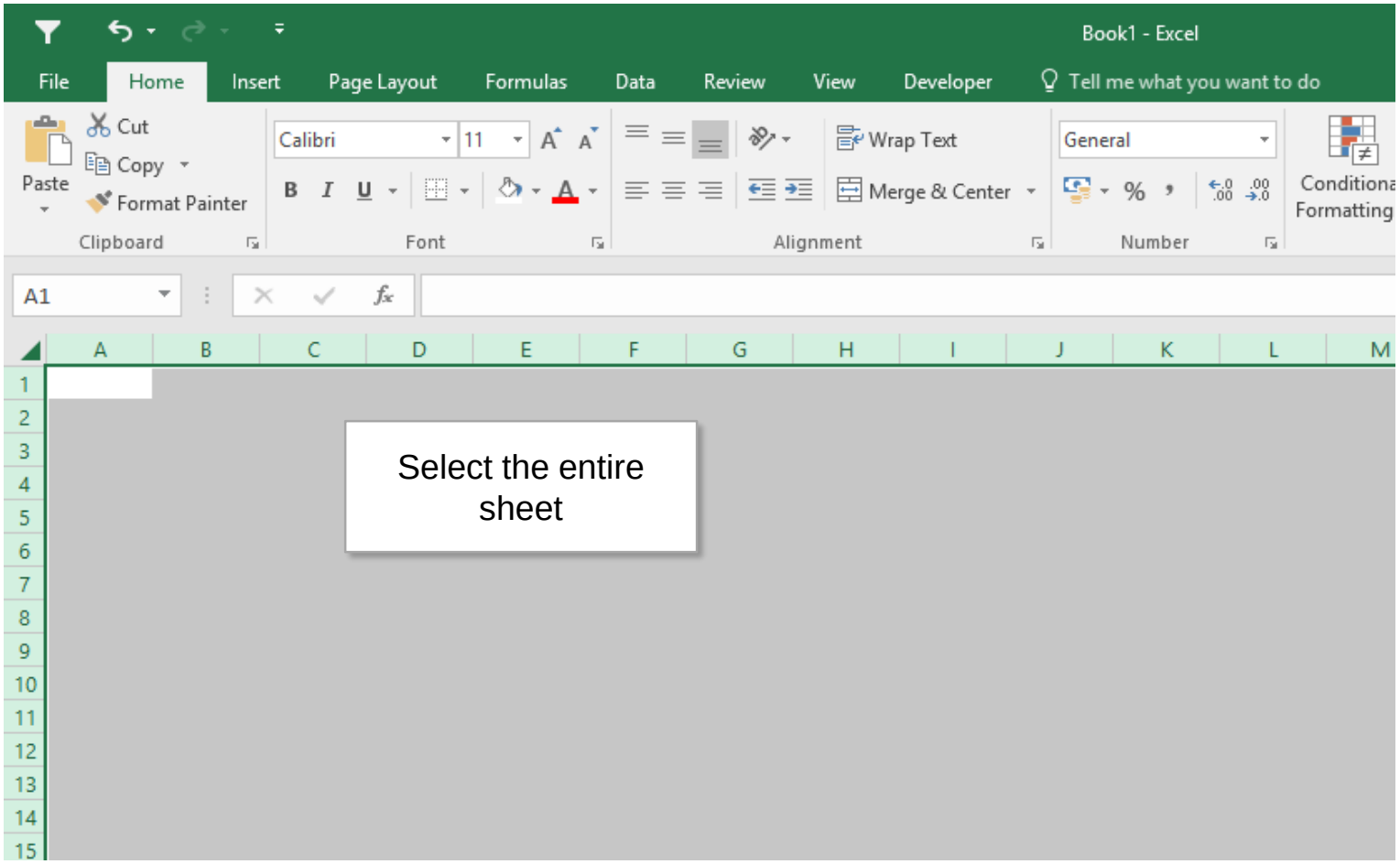
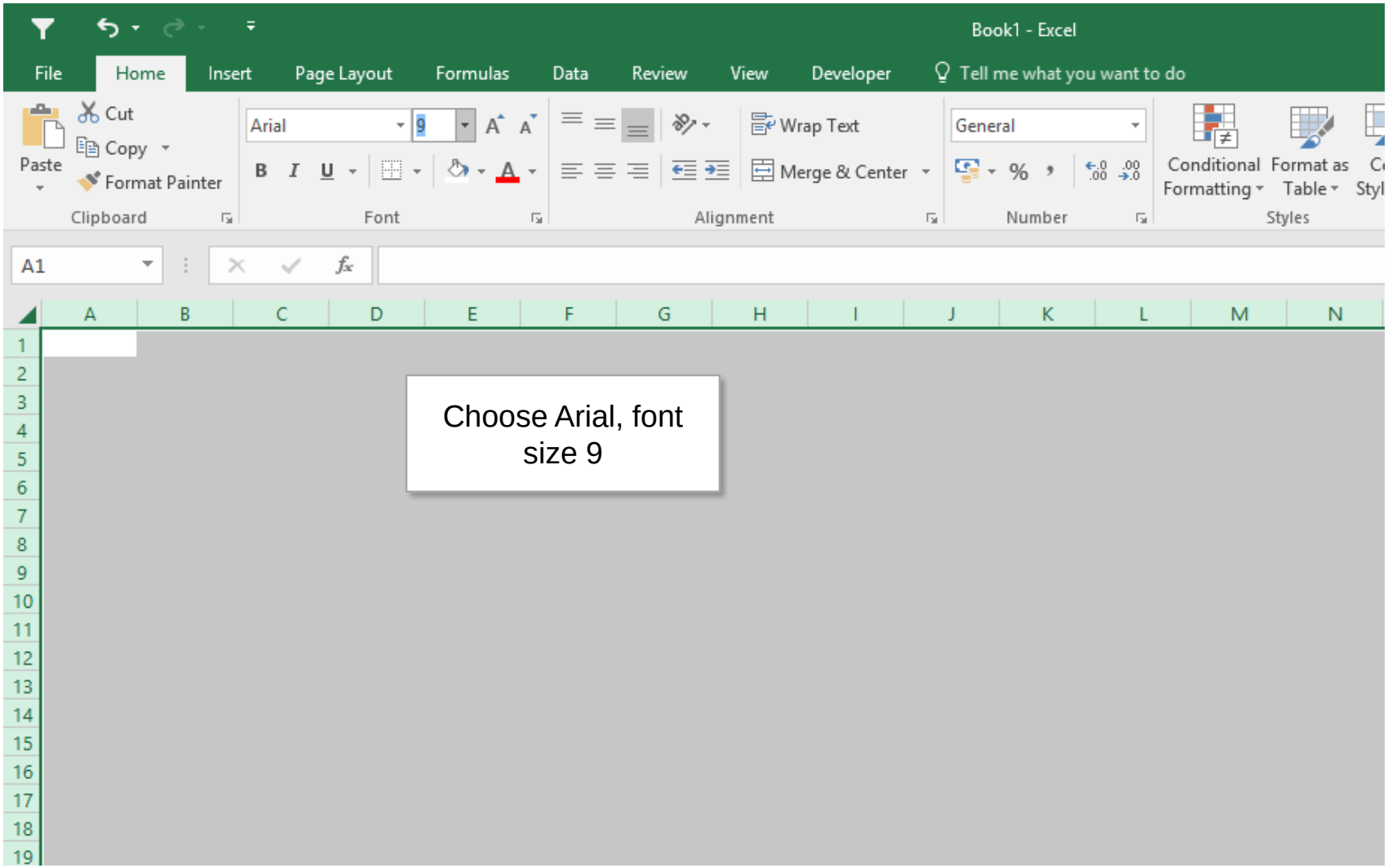
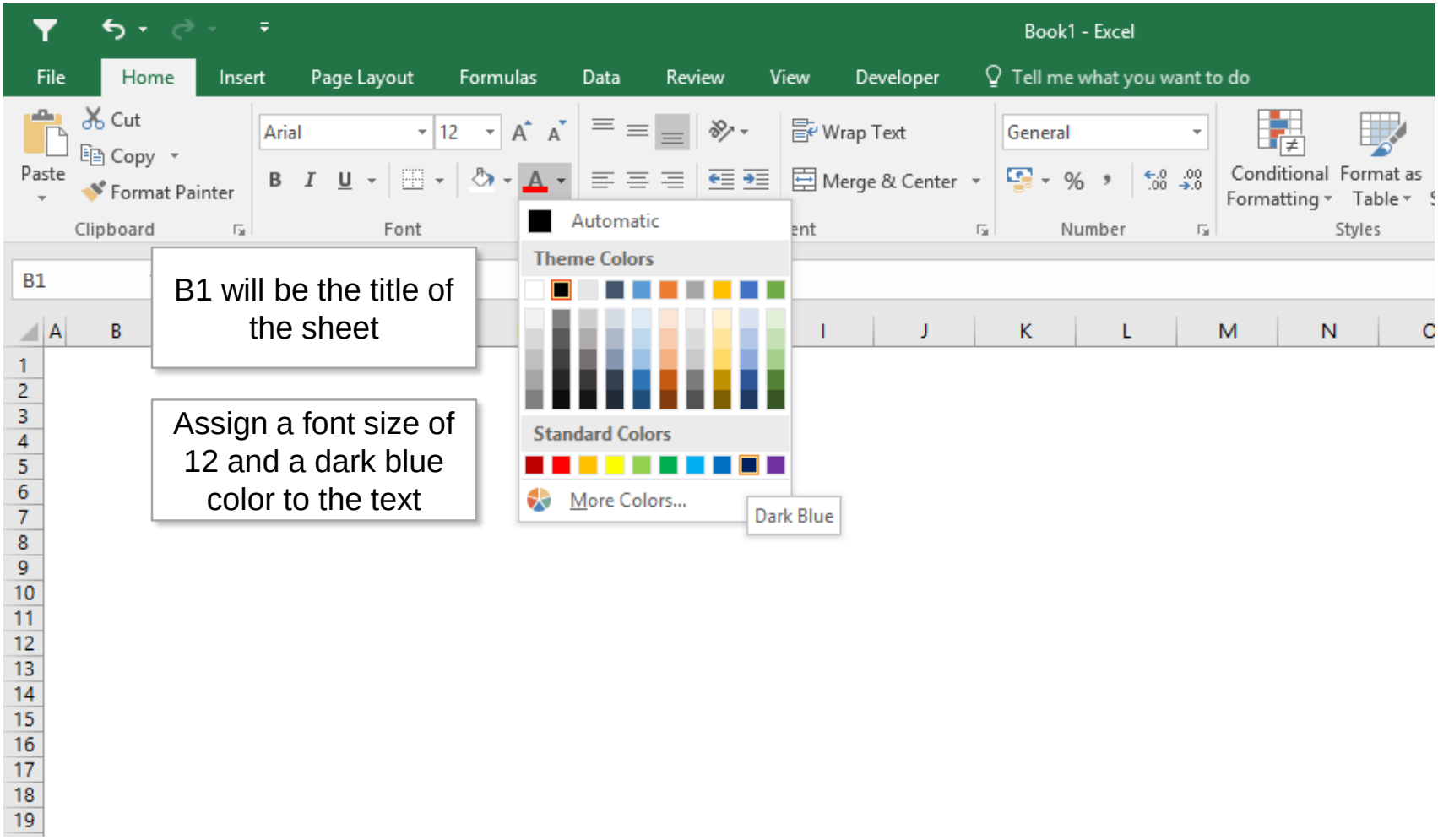


# Formatting a worksheet



# Formatting a worksheet



365 Careers

# Freeze Panes

# Freeze panes

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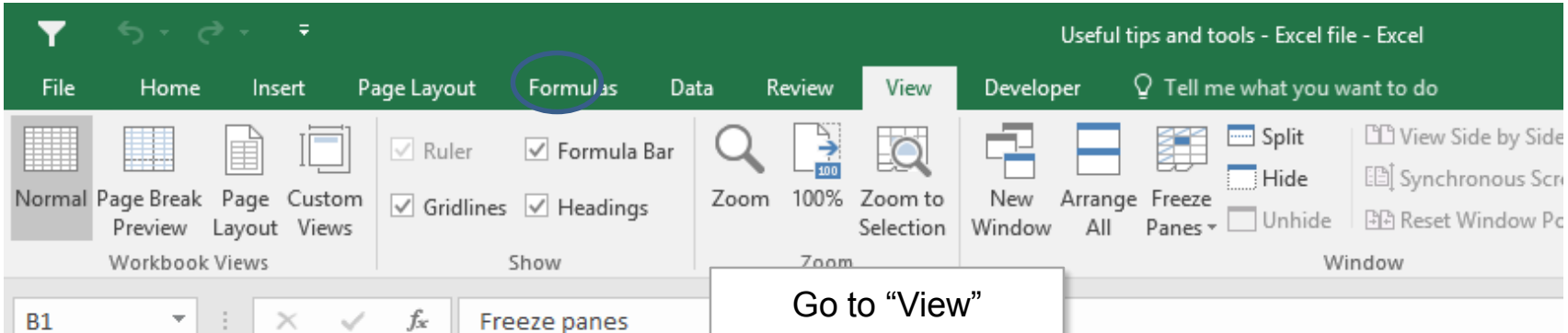
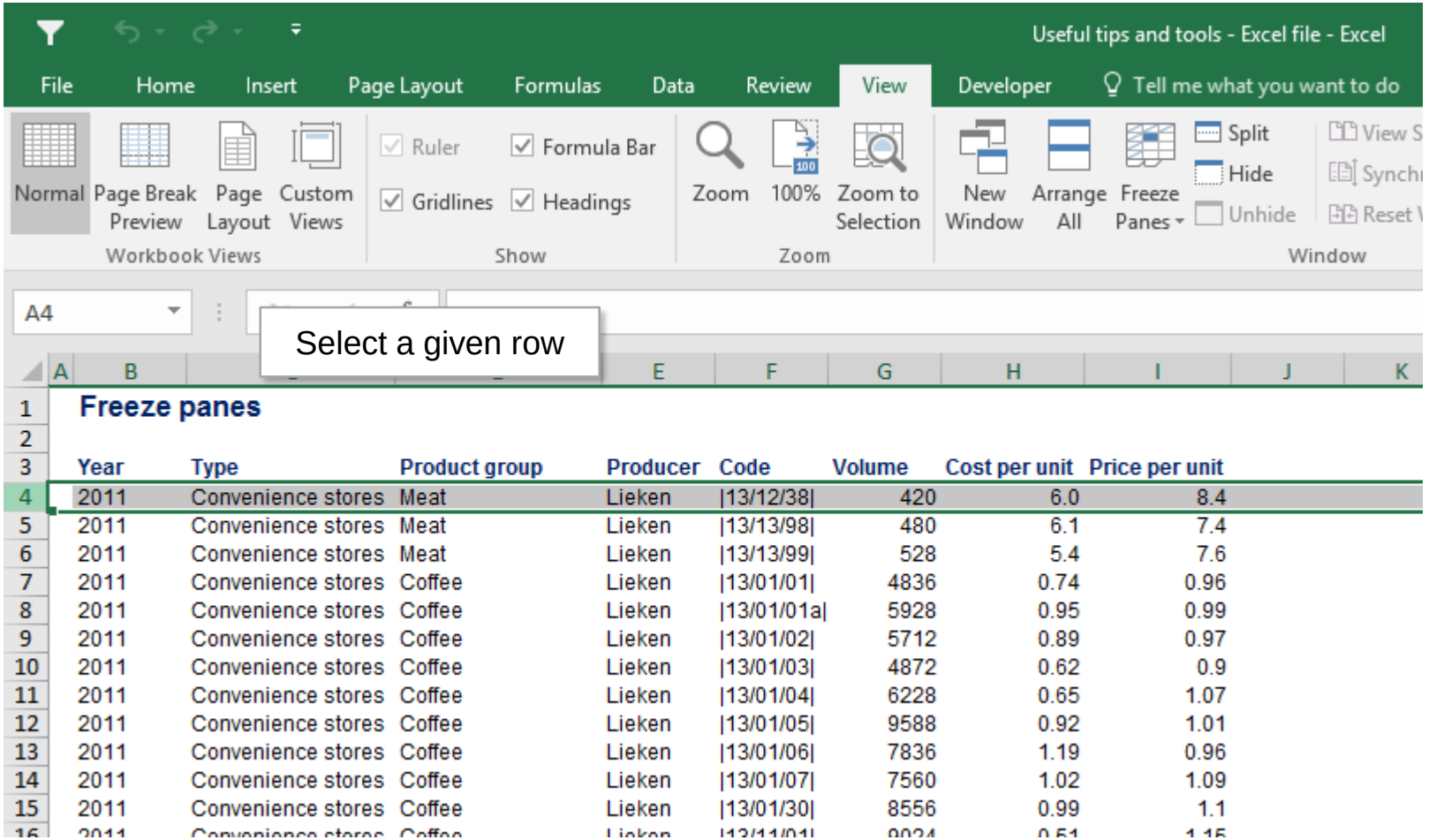



**Freeze panes**

| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/03\| | 4872 | 0.62 | 0.9 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01\| | 9024 | 0.51 | 1.15 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01a\| | 7260 | 1.04 | 0.98 |

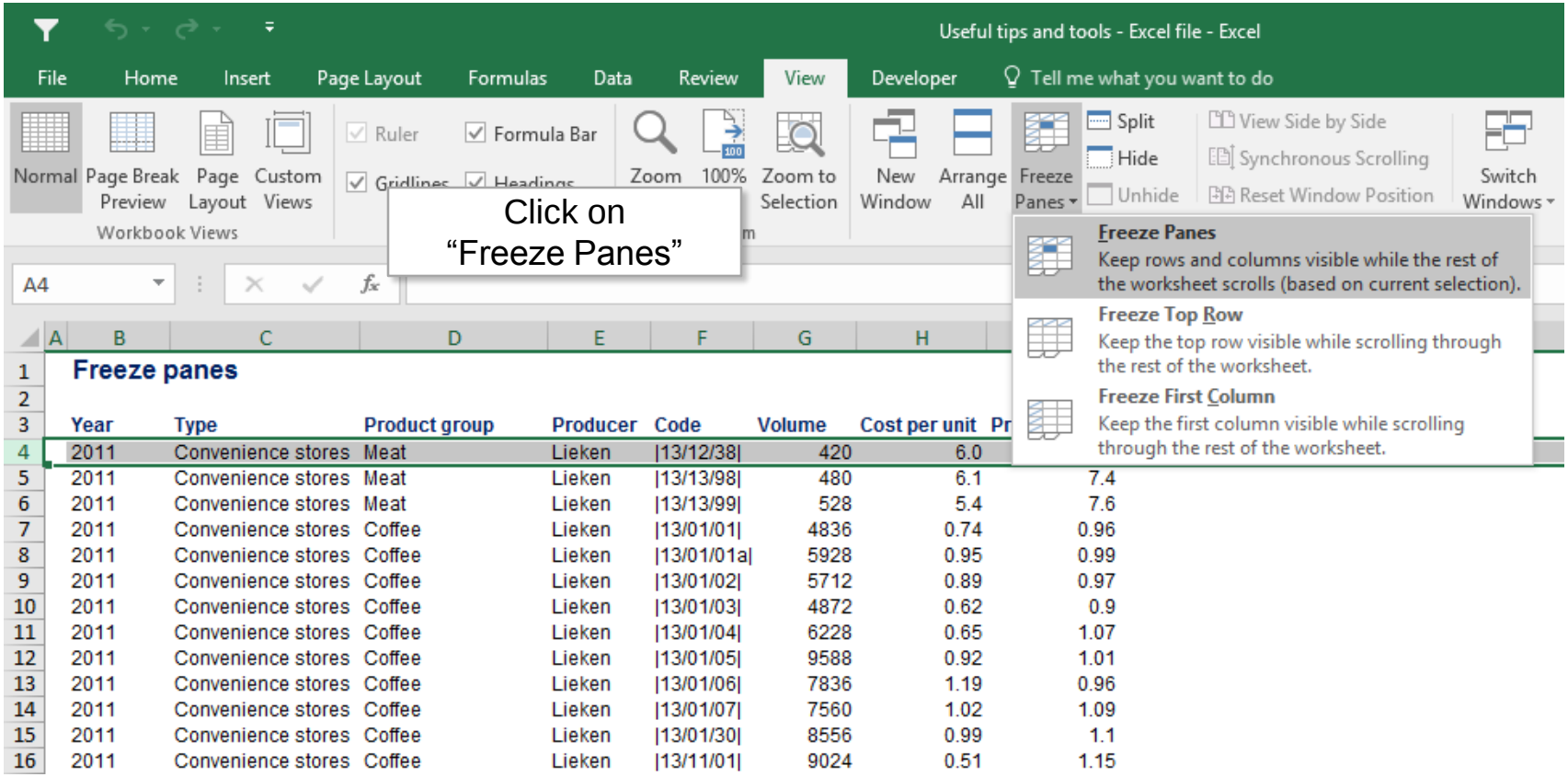
# Freeze panes

365 Careers



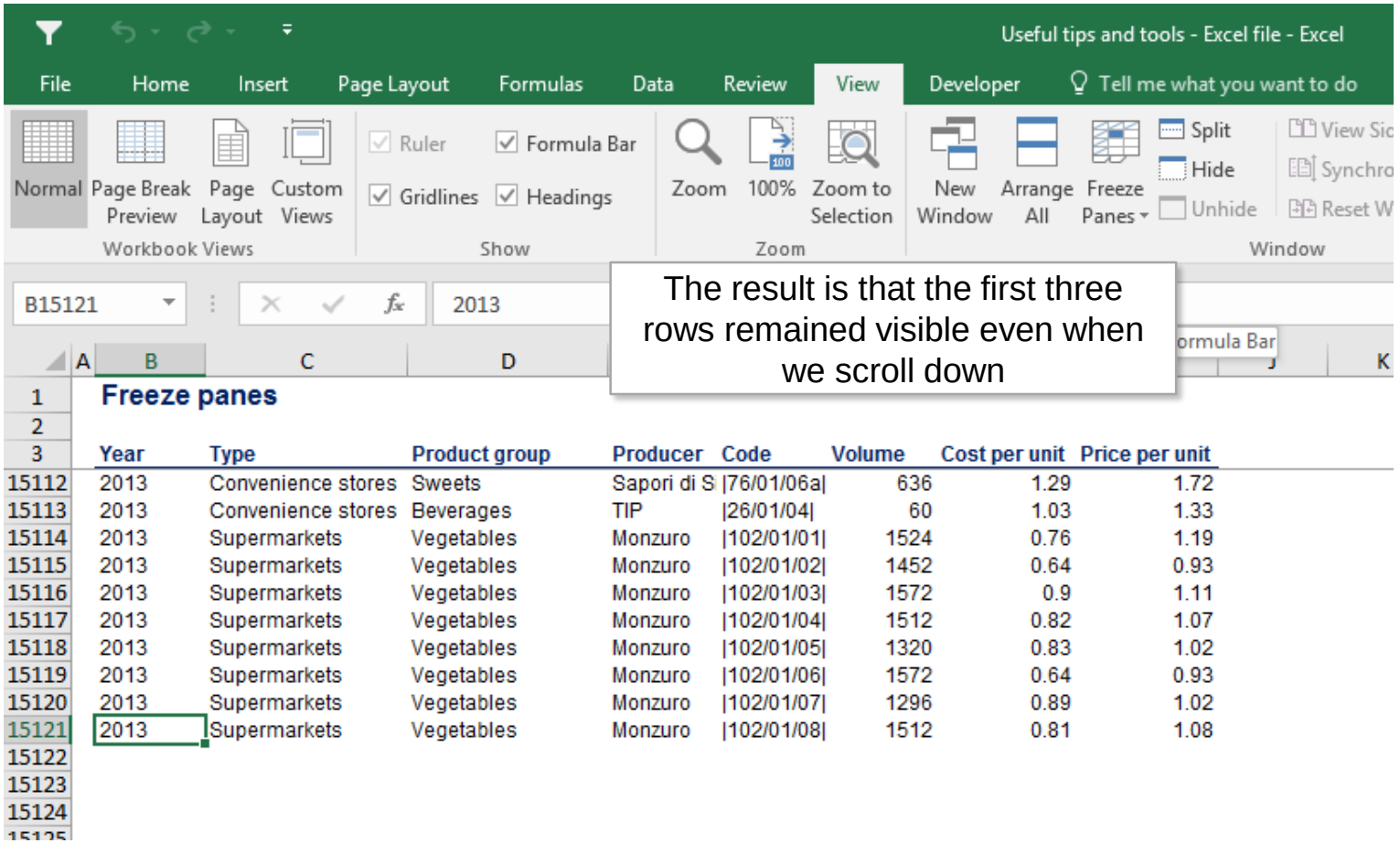

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **Freeze panes** | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit | | |
| 4 | | 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 | | |
| 5 | | 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 | | |
| 6 | | 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 | | |
| 7 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | 4836 | 0.74 | 0.96 | | |
| 8 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/01a\| | 5928 | 0.95 | 0.99 | | |
| 9 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/02\| | 5712 | 0.89 | 0.97 | | |
| 10 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/03\| | 4872 | 0.62 | 0.9 | | |
| 11 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/04\| | 6228 | 0.65 | 1.07 | | |
| 12 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/05\| | 9588 | 0.92 | 1.01 | | |
| 13 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/06\| | 7836 | 1.19 | 0.96 | | |
| 14 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | 7560 | 1.02 | 1.09 | | |
| 15 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 | | |

# Freeze panes



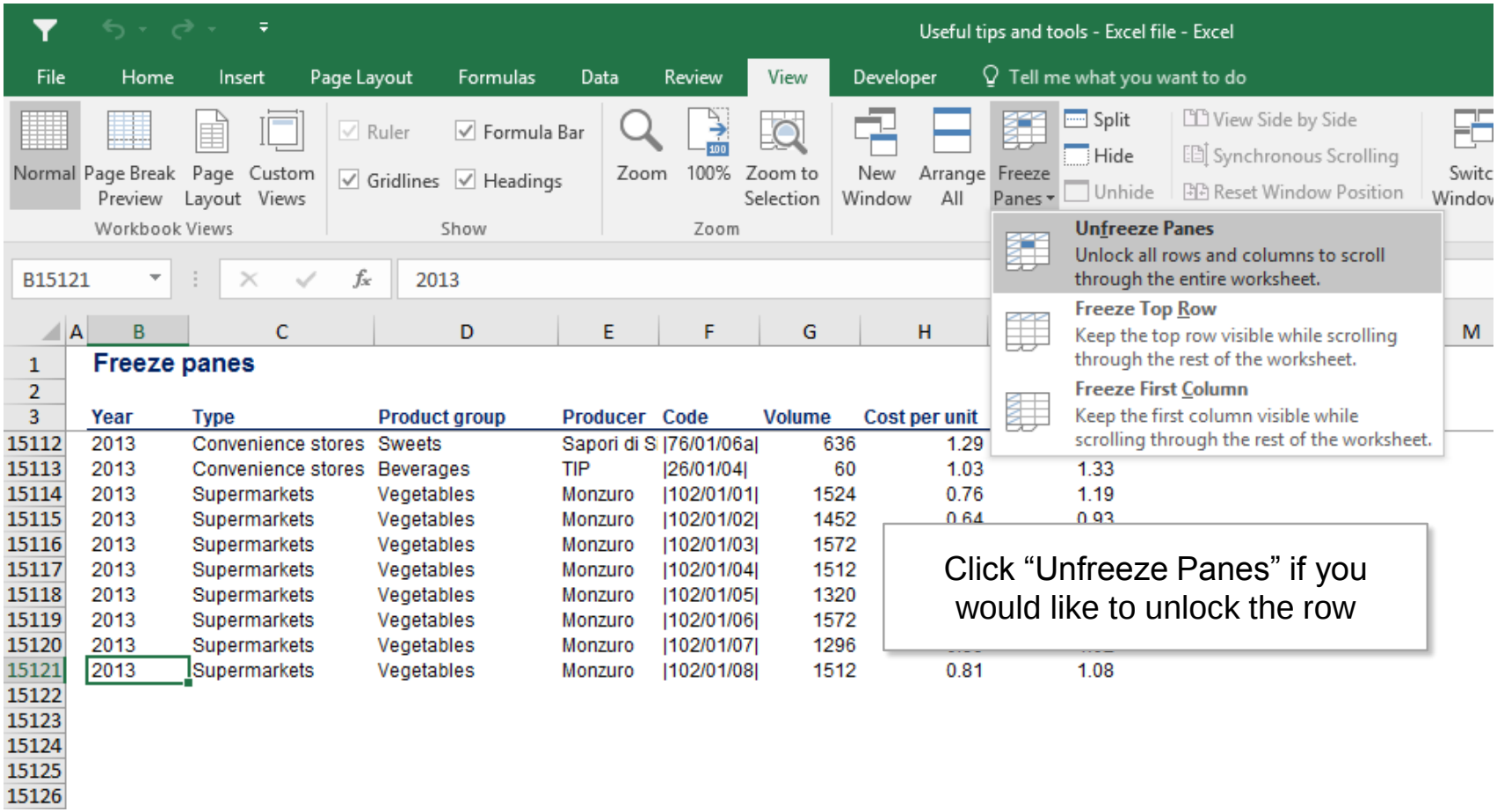

| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Pr |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | 13/12/38 | 420 | 6.0 | |
| 2011 | Convenience stores | Meat | Lieken | 13/13/98 | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | 13/13/99 | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/01 | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/01a | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/02 | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/03 | 4872 | 0.62 | 0.9 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/04 | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/05 | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/06 | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/07 | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/30 | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | 13/11/01 | 9024 | 0.51 | 1.15 |

# Freeze panes

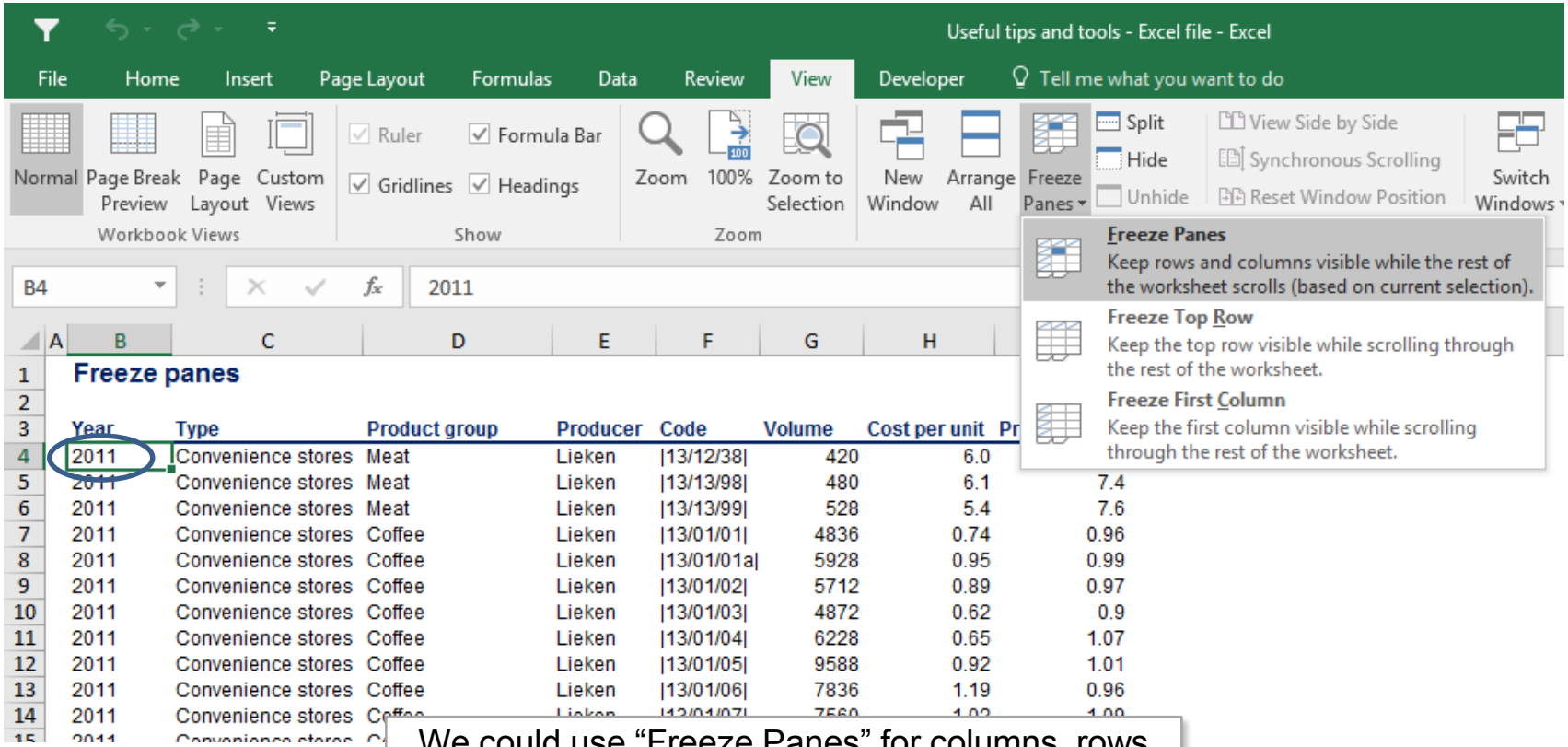



| | Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|---|
| 15112 | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/06a\| | 636 | 1.29 | 1.72 |
| 15113 | 2013 | Convenience stores | Beverages | TIP | \|26/01/04\| | 60 | 1.03 | 1.33 |
| 15114 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/01\| | 1524 | 0.76 | 1.19 |
| 15115 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/02\| | 1452 | 0.64 | 0.93 |
| 15116 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/03\| | 1572 | 0.9 | 1.11 |
| 15117 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/04\| | 1512 | 0.82 | 1.07 |
| 15118 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/05\| | 1320 | 0.83 | 1.02 |
| 15119 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/06\| | 1572 | 0.64 | 0.93 |
| 15120 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/07\| | 1296 | 0.89 | 1.02 |
| 15121 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/08\| | 1512 | 0.81 | 1.08 |

# Freeze panes

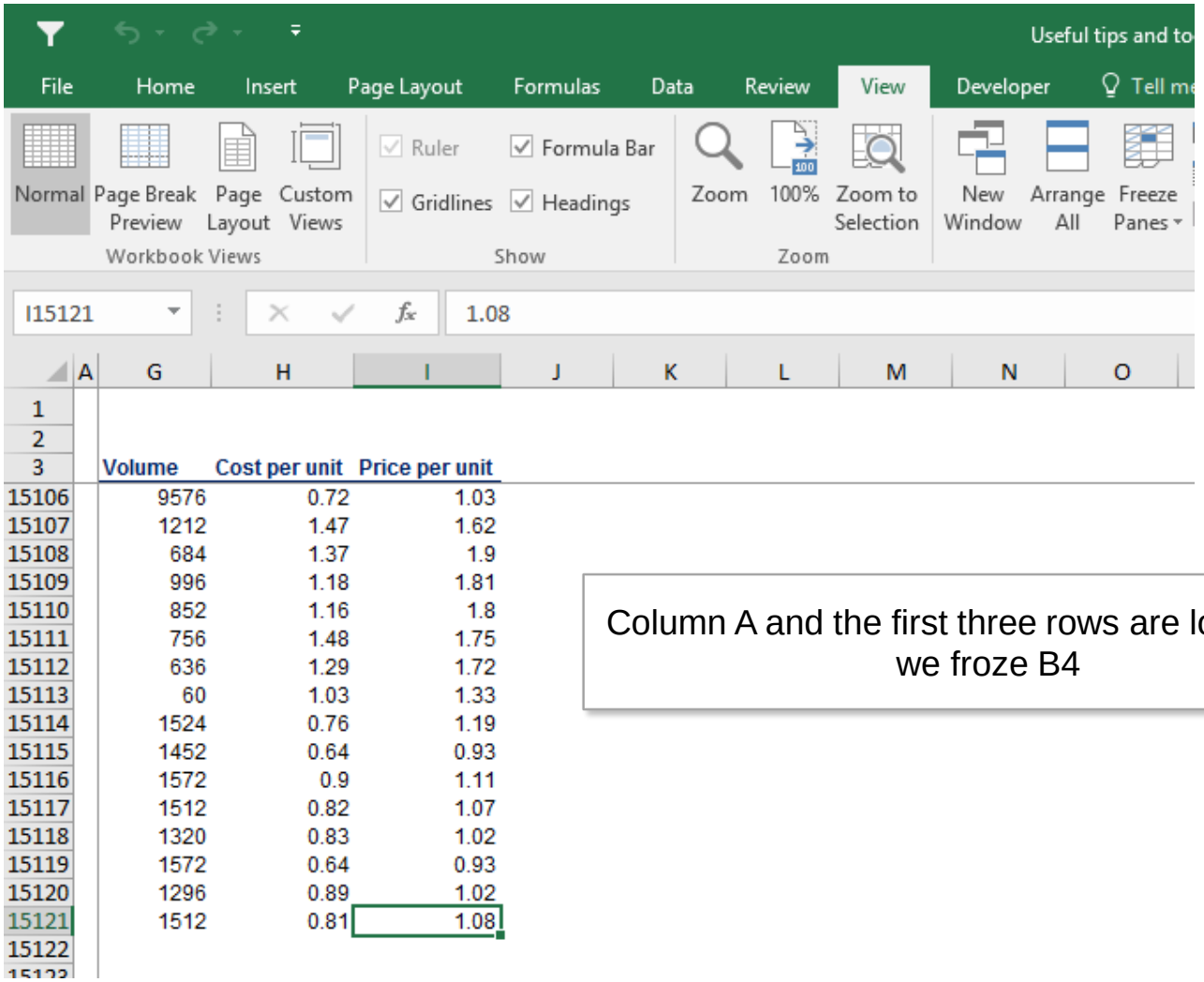


# Freeze panes


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Normal
Page Break Preview
Page Layout
Custom Views
Workbook Views
Ruler
Formula Bar
Gridlines
Headings
Show
Zoom
100%
Zoom to Selection
Zoom
New Window
Arrange All
Freeze Panes
Split
Hide
Unhide
View Side by Side
Synchronous Scrolling
Reset Window Position
Switch Windows
Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).
Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.
Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.
B4
2011
Freeze panes
Year Type Product group Producer Code Volume Cost per unit
2011 Convenience stores Meat Lieken |13/12/38| 420 6.0
2011 Convenience stores Meat Lieken |13/13/98| 480 6.1 7.4
2011 Convenience stores Meat Lieken |13/13/99| 528 5.4 7.6
2011 Convenience stores Coffee Lieken |13/01/01| 4836 0.74 0.96
2011 Convenience stores Coffee Lieken |13/01/01a| 5928 0.95 0.99
2011 Convenience stores Coffee Lieken |13/01/02| 5712 0.89 0.97
2011 Convenience stores Coffee Lieken |13/01/03| 4872 0.62 0.9
2011 Convenience stores Coffee Lieken |13/01/04| 6228 0.65 1.07
2011 Convenience stores Coffee Lieken |13/01/05| 9588 0.92 1.01
2011 Convenience stores Coffee Lieken |13/01/06| 7836 1.19 0.96

We could use “Freeze Panes” for columns, rows or single cells. In this example we will freeze everything above B4 and everything to its left side

# Freeze panes



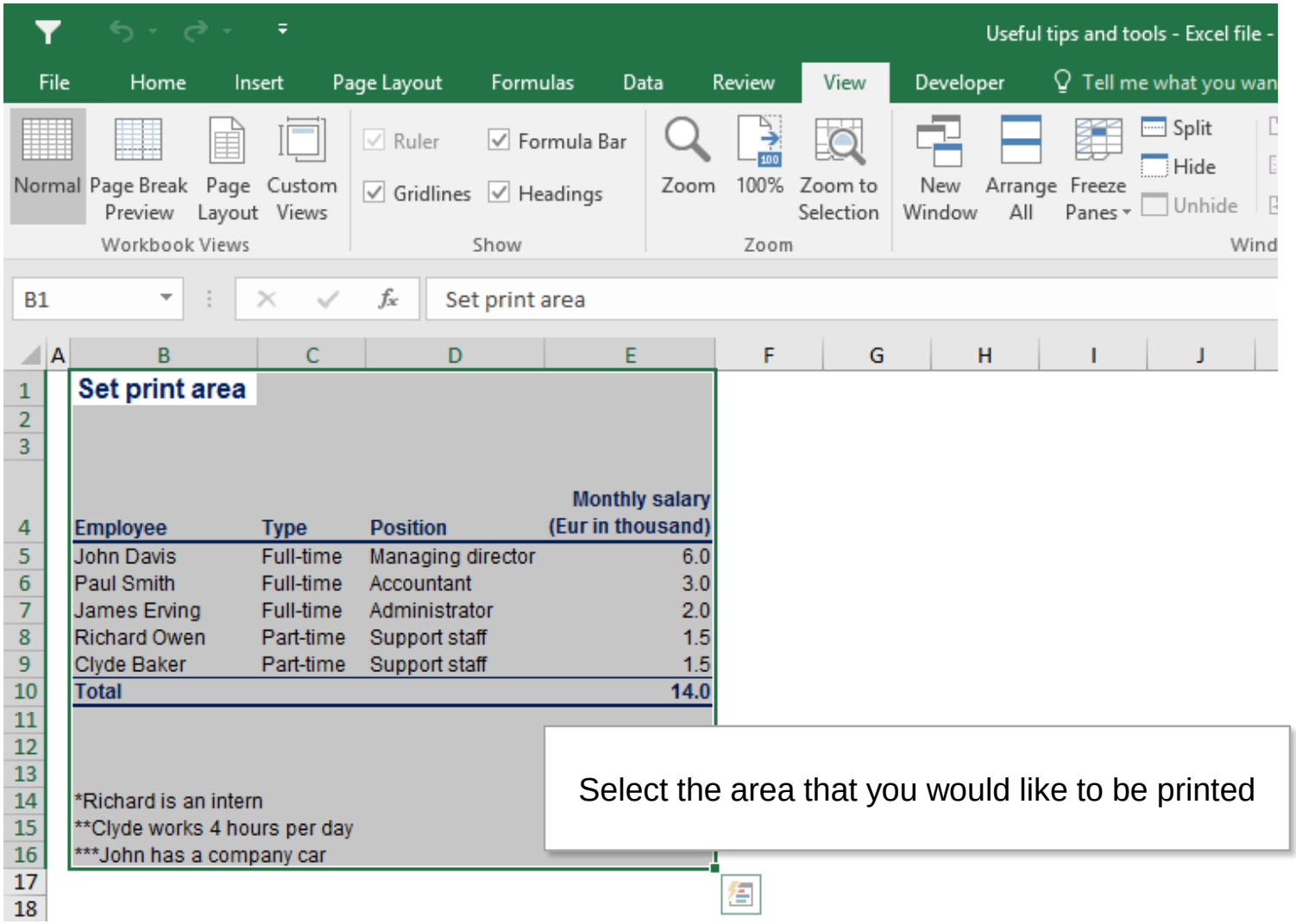

| | A | G | H | I | J | K | L | M | N | O |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | Volume | Cost per unit | Price per unit | | | | | | |
| 15106 | | 9576 | 0.72 | 1.03 | | | | | | |
| 15107 | | 1212 | 1.47 | 1.62 | | | | | | |
| 15108 | | 684 | 1.37 | 1.9 | | | | | | |
| 15109 | | 996 | 1.18 | 1.81 | | | | | | |
| 15110 | | 852 | 1.16 | 1.8 | | | | | | |
| 15111 | | 756 | 1.48 | 1.75 | | | | | | |
| 15112 | | 636 | 1.29 | 1.72 | | | | | | |
| 15113 | | 60 | 1.03 | 1.33 | | | | | | |
| 15114 | | 1524 | 0.76 | 1.19 | | | | | | |
| 15115 | | 1452 | 0.64 | 0.93 | | | | | | |
| 15116 | | 1572 | 0.9 | 1.11 | | | | | | |
| 15117 | | 1512 | 0.82 | 1.07 | | | | | | |
| 15118 | | 1320 | 0.83 | 1.02 | | | | | | |
| 15119 | | 1572 | 0.64 | 0.93 | | | | | | |
| 15120 | | 1296 | 0.89 | 1.02 | | | | | | |
| 15121 | | 1512 | 0.81 | 1.08 | | | | | | |
| 15122 | | | | | | | | | | |

Column A and the first three rows are locked after we froze B4

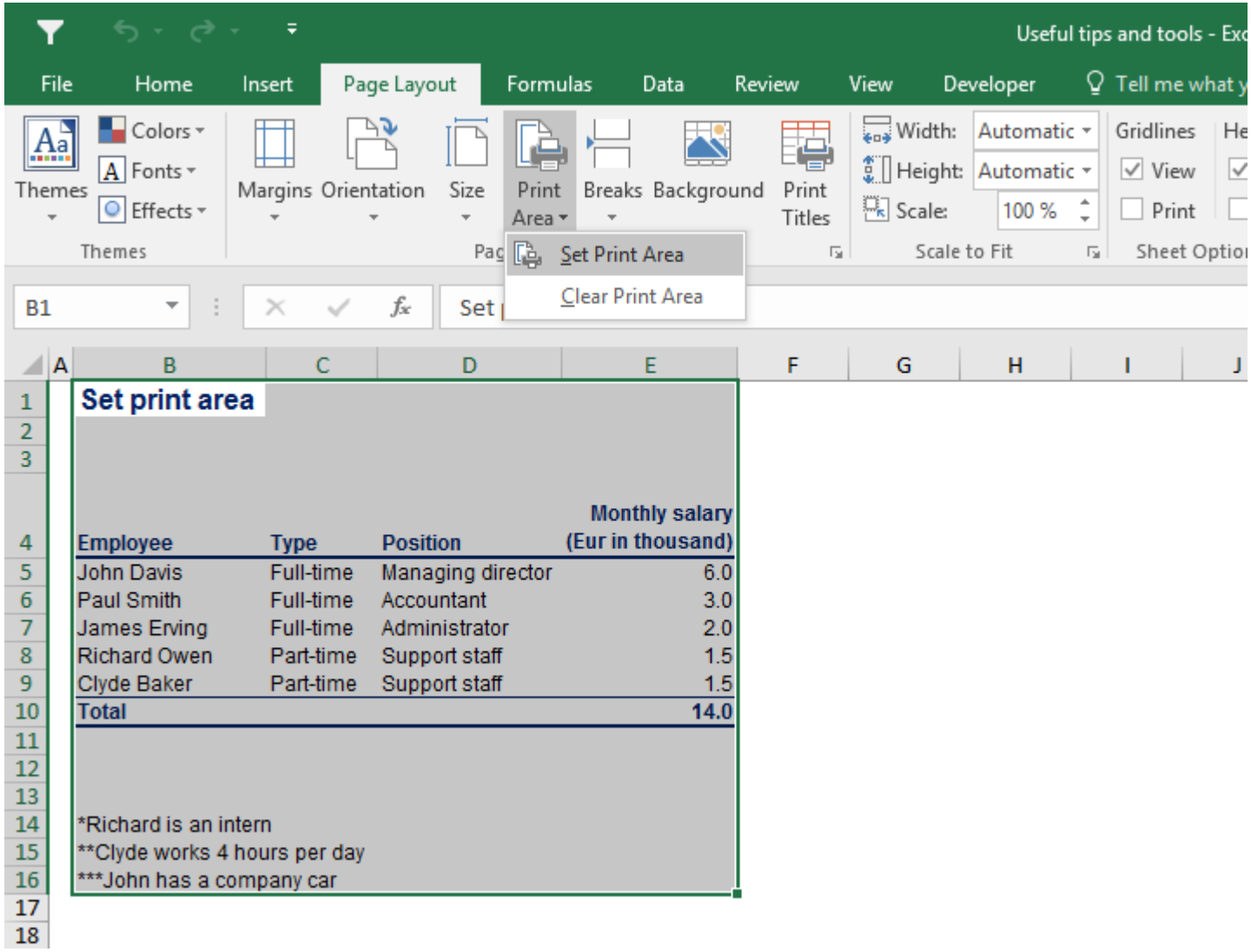
365 Careers

# Set Print Area

# Set print area



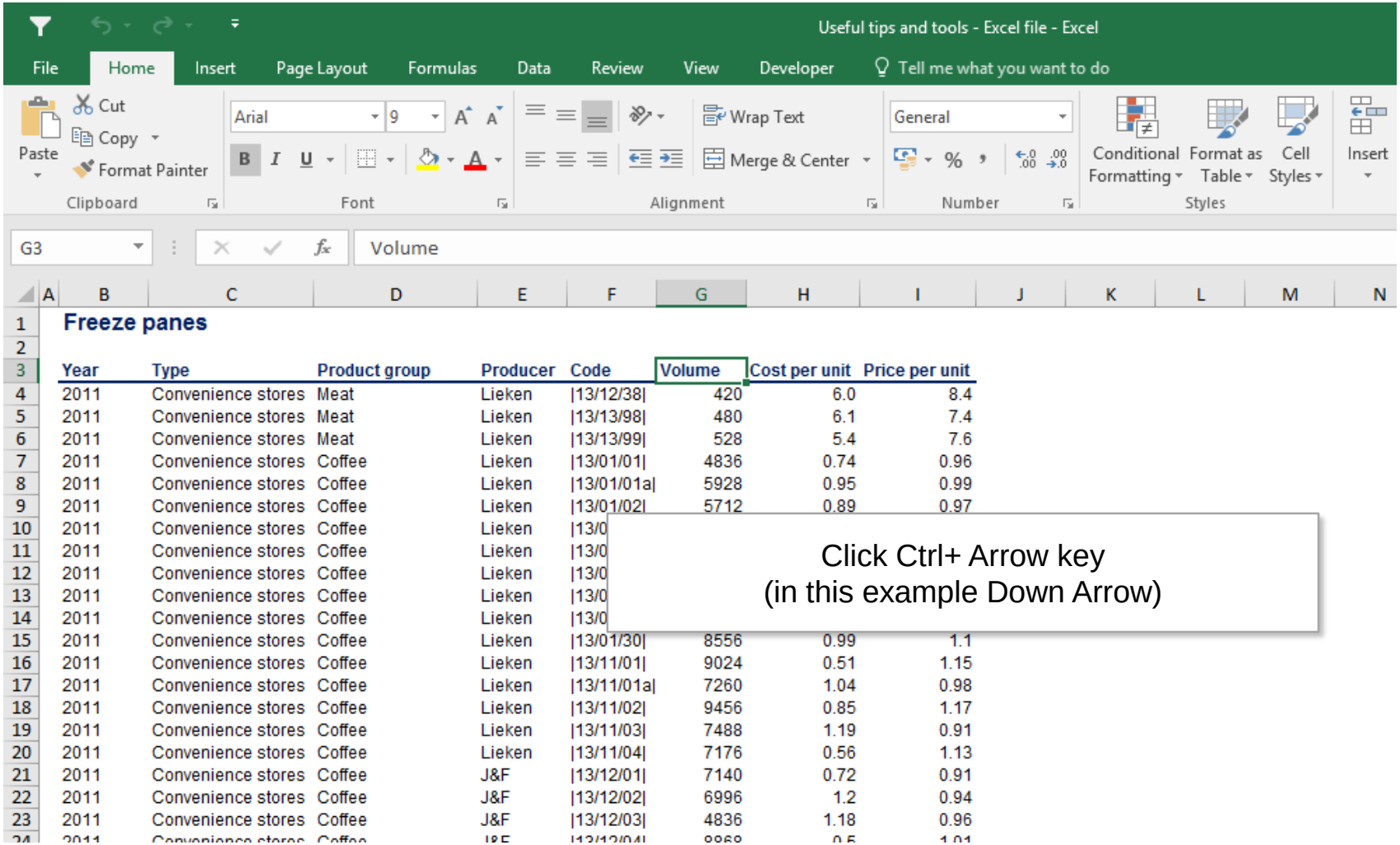
# Set print area



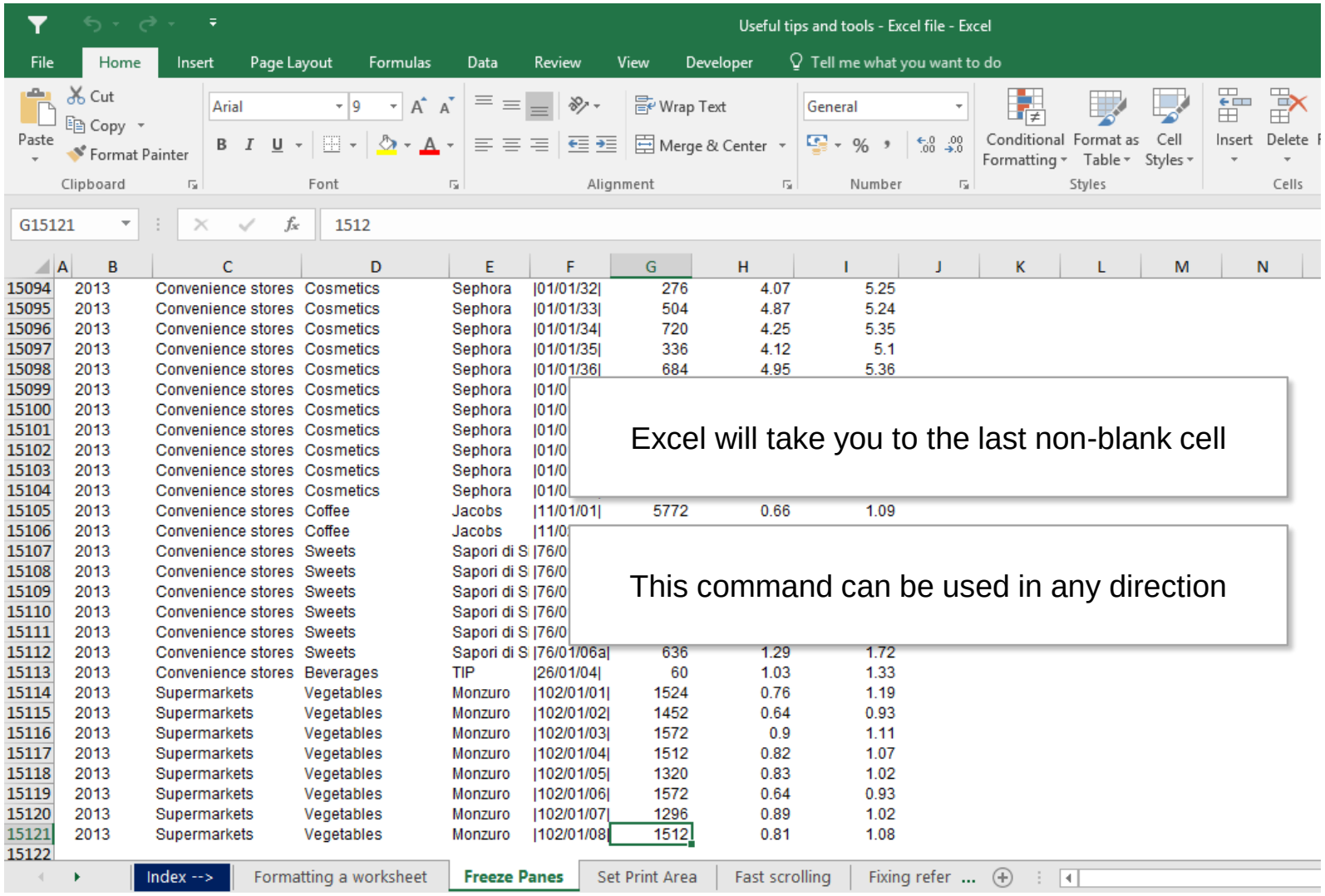
365 Careers

# Fast Scrolling

# Fast scrolling



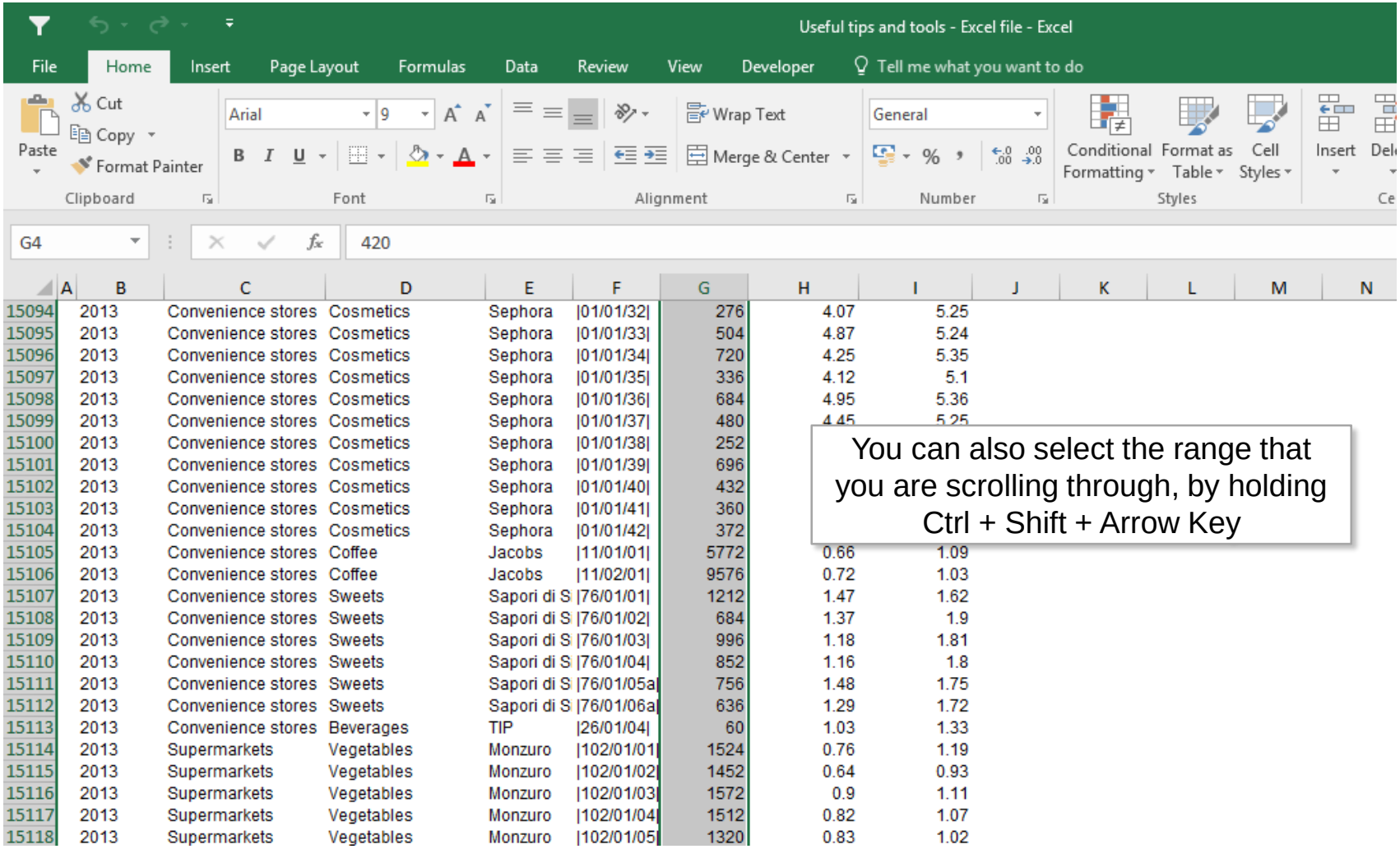
# Fast scrolling


Useful tips and tools - Excel file - Excel
File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do
Cut Copy Format Painter Paste
Arial 9
Wrap Text
General
Merge & Center
Conditional Formatting
Format as Table
Cell Styles
Insert Delete
Clipboard Font Alignment Number Styles Cells
G15121
1512
Excel will take you to the last non-blank cell
This command can be used in any direction
Index --> Formatting a worksheet Freeze Panes Set Print Area Fast scrolling Fixing refer ...

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 15094 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/01/32 | 276 | 4.07 | 5.25 |
| 15095 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/01/33 | 504 | 4.87 | 5.24 |
| 15096 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/01/34 | 720 | 4.25 | 5.35 |
| 15097 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/01/35 | 336 | 4.12 | 5.1 |
| 15098 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/01/36 | 684 | 4.95 | 5.36 |
| 15099 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15100 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15101 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15102 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15103 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15104 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15105 | | 2013 | Convenience stores | Coffee | Jacobs | 11/01/01 | 5772 | 0.66 | 1.09 |
| 15106 | | 2013 | Convenience stores | Coffee | Jacobs | 11/0 | | | |
| 15107 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/0 | | | |
| 15108 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/0 | | | |
| 15109 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/0 | | | |
| 15110 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/0 | | | |
| 15111 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/0 | | | |
| 15112 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/01/06a | 636 | 1.29 | 1.72 |
| 15113 | | 2013 | Convenience stores | Beverages | TIP | 26/01/04 | 60 | 1.03 | 1.33 |
| 15114 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/01 | 1524 | 0.76 | 1.19 |
| 15115 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/02 | 1452 | 0.64 | 0.93 |
| 15116 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/03 | 1572 | 0.9 | 1.11 |
| 15117 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/04 | 1512 | 0.82 | 1.07 |
| 15118 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/05 | 1320 | 0.83 | 1.02 |
| 15119 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/06 | 1572 | 0.64 | 0.93 |
| 15120 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/07 | 1296 | 0.89 | 1.02 |
| 15121 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/08 | 1512 | 0.81 | 1.08 |
| 15122 | | | | | | | | | |

# Fast scrolling

365 Careers



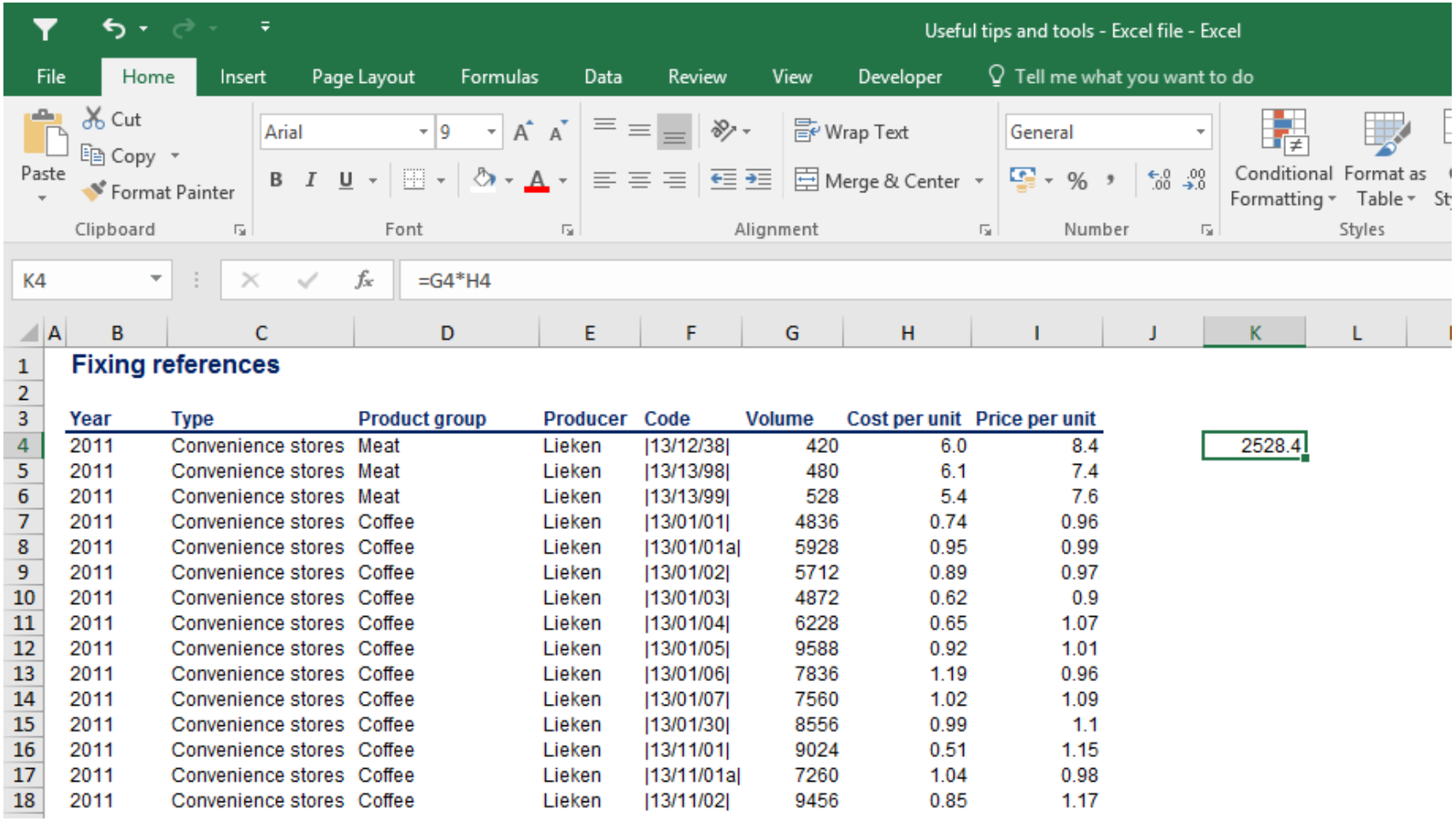

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 15094 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/32\| | 276 | 4.07 | 5.25 | | | | | |
| 15095 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/33\| | 504 | 4.87 | 5.24 | | | | | |
| 15096 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/34\| | 720 | 4.25 | 5.35 | | | | | |
| 15097 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/35\| | 336 | 4.12 | 5.1 | | | | | |
| 15098 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/36\| | 684 | 4.95 | 5.36 | | | | | |
| 15099 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/37\| | 480 | 4.45 | 5.25 | | | | | |
| 15100 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/38\| | 252 | | | | | | | |
| 15101 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/39\| | 696 | | | | | | | |
| 15102 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/40\| | 432 | | | | | | | |
| 15103 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/41\| | 360 | | | | | | | |
| 15104 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/42\| | 372 | | | | | | | |
| 15105 | | 2013 | Convenience stores | Coffee | Jacobs | \|11/01/01\| | 5772 | 0.66 | 1.09 | | | | | |
| 15106 | | 2013 | Convenience stores | Coffee | Jacobs | \|11/02/01\| | 9576 | 0.72 | 1.03 | | | | | |
| 15107 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/01\| | 1212 | 1.47 | 1.62 | | | | | |
| 15108 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/02\| | 684 | 1.37 | 1.9 | | | | | |
| 15109 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/03\| | 996 | 1.18 | 1.81 | | | | | |
| 15110 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/04\| | 852 | 1.16 | 1.8 | | | | | |
| 15111 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/05a\| | 756 | 1.48 | 1.75 | | | | | |
| 15112 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/06a\| | 636 | 1.29 | 1.72 | | | | | |
| 15113 | | 2013 | Convenience stores | Beverages | TIP | \|26/01/04\| | 60 | 1.03 | 1.33 | | | | | |
| 15114 | | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/01\| | 1524 | 0.76 | 1.19 | | | | | |
| 15115 | | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/02\| | 1452 | 0.64 | 0.93 | | | | | |
| 15116 | | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/03\| | 1572 | 0.9 | 1.11 | | | | | |
| 15117 | | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/04\| | 1512 | 0.82 | 1.07 | | | | | |
| 15118 | | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/05\| | 1320 | 0.83 | 1.02 | | | | | |

You can also select the range that you are scrolling through, by holding Ctrl + Shift + Arrow Key

365 Careers

# Fixing references

# Fixing references



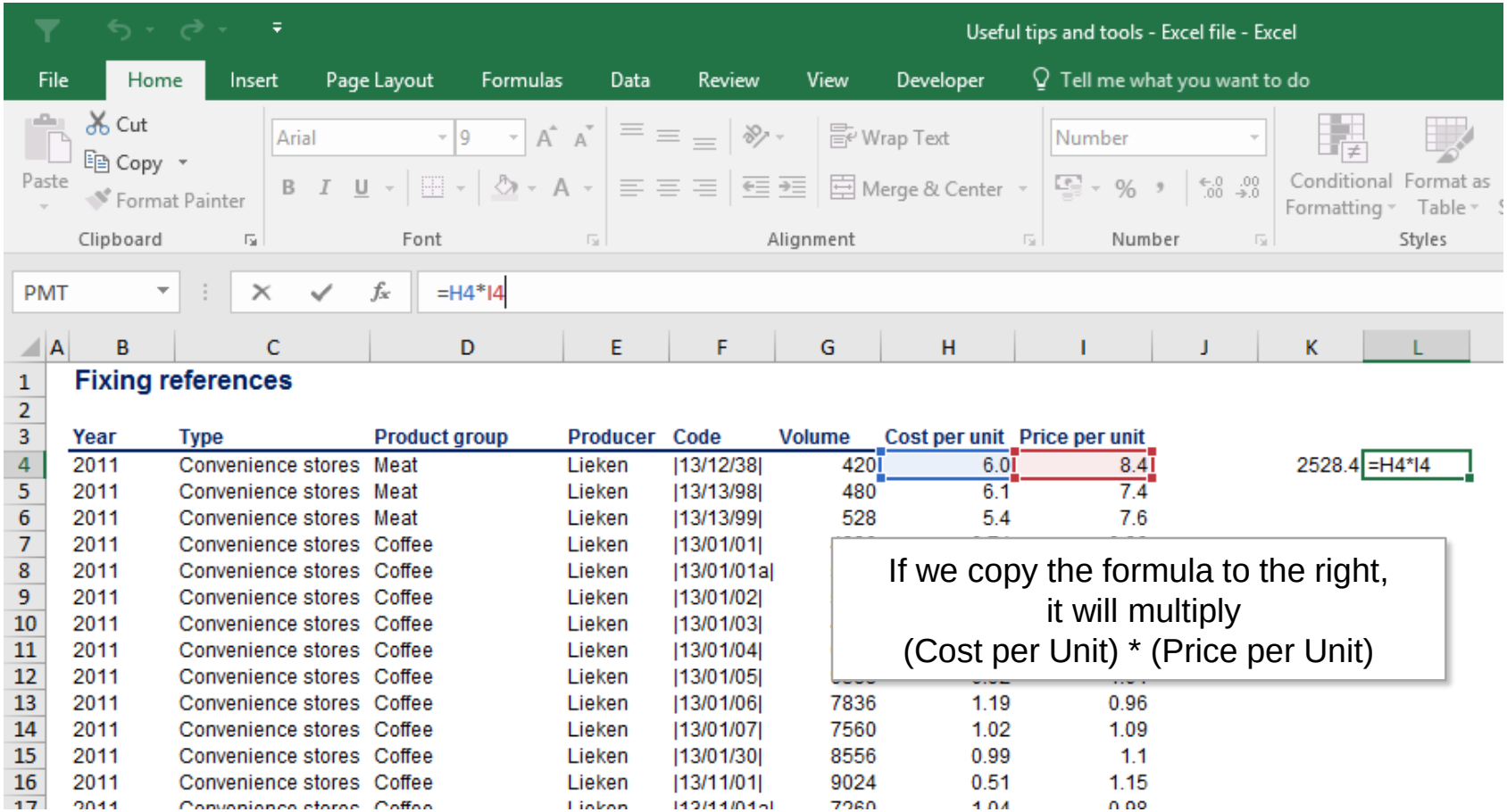

**Fixing references**

| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/03\| | 4872 | 0.62 | 0.9 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01\| | 9024 | 0.51 | 1.15 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01a\| | 7260 | 1.04 | 0.98 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/02\| | 9456 | 0.85 | 1.17 |

2528.4

# Fixing references

365 Careers



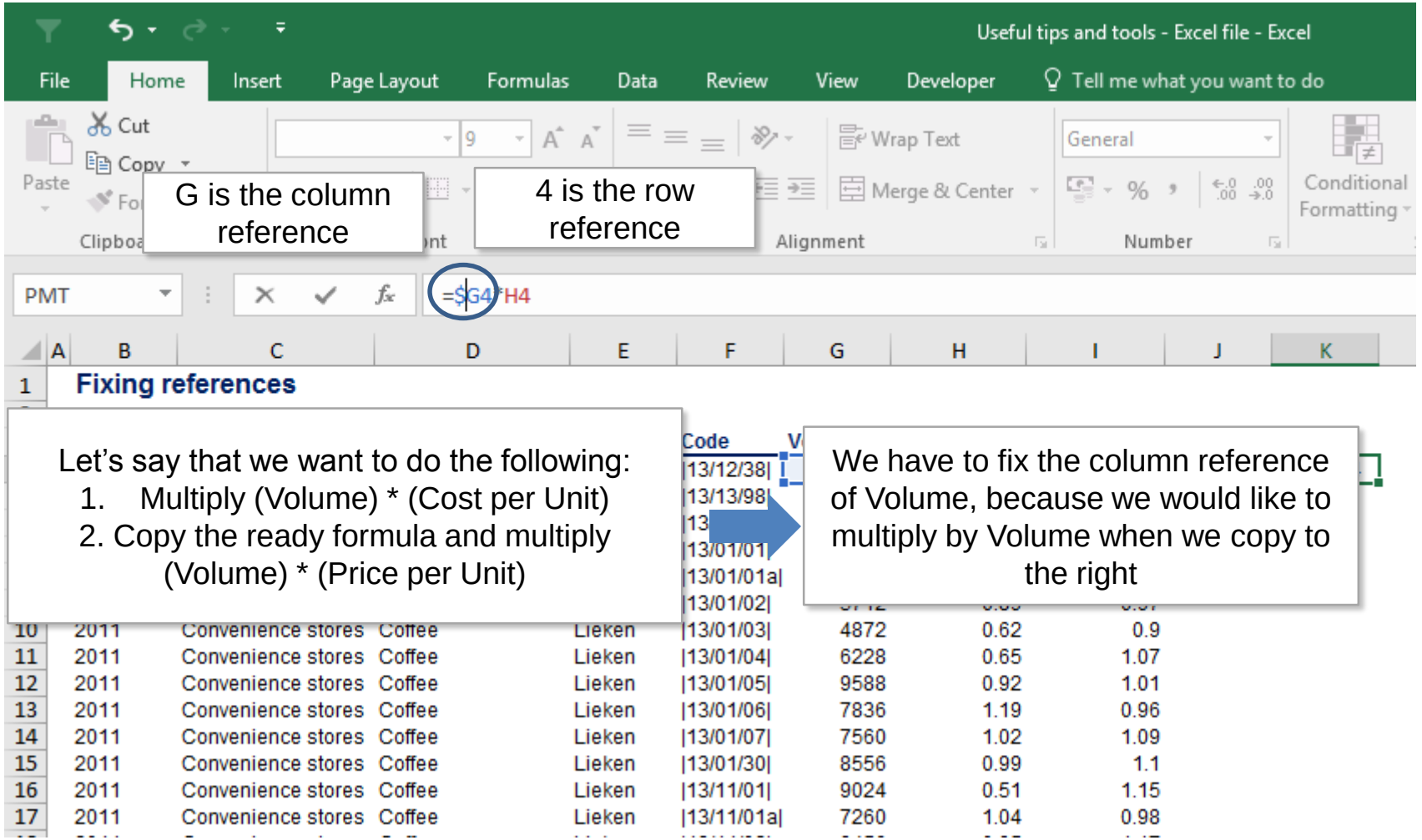

**Fixing references**

| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01a\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/02\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/03\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/04\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/05\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01\| | 9024 | 0.51 | 1.15 |

2528.4 =H4*I4

If we copy the formula to the right,
it will multiply
(Cost per Unit) * (Price per Unit)

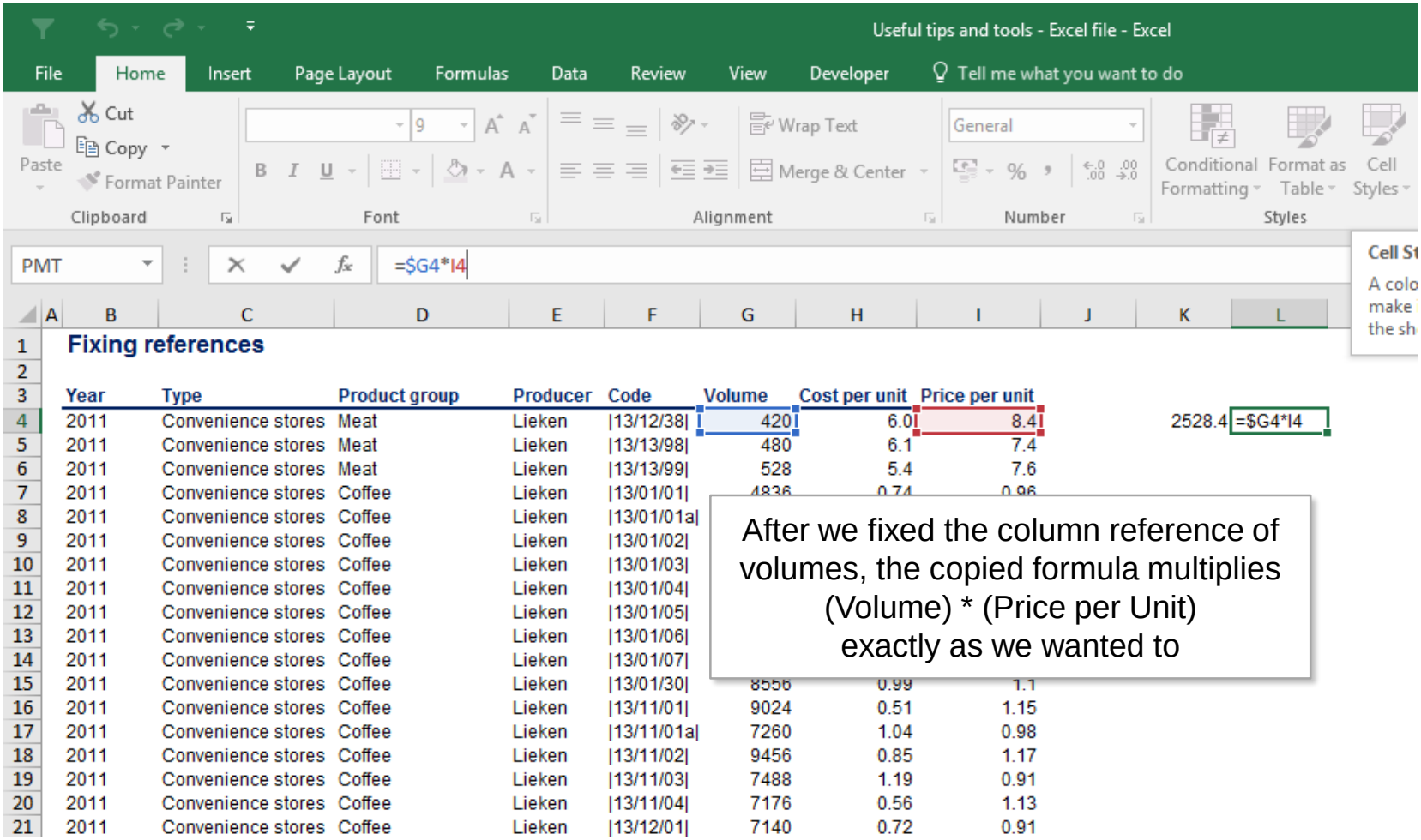
# Fixing references




| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 10 | 2011 | Convenience stores | Coffee | Lieken | 13/01/03 | 4872 | 0.62 | 0.9 |
| 11 | 2011 | Convenience stores | Coffee | Lieken | 13/01/04 | 6228 | 0.65 | 1.07 |
| 12 | 2011 | Convenience stores | Coffee | Lieken | 13/01/05 | 9588 | 0.92 | 1.01 |
| 13 | 2011 | Convenience stores | Coffee | Lieken | 13/01/06 | 7836 | 1.19 | 0.96 |
| 14 | 2011 | Convenience stores | Coffee | Lieken | 13/01/07 | 7560 | 1.02 | 1.09 |
| 15 | 2011 | Convenience stores | Coffee | Lieken | 13/01/30 | 8556 | 0.99 | 1.1 |
| 16 | 2011 | Convenience stores | Coffee | Lieken | 13/11/01 | 9024 | 0.51 | 1.15 |
| 17 | 2011 | Convenience stores | Coffee | Lieken | 13/11/01a | 7260 | 1.04 | 0.98 |

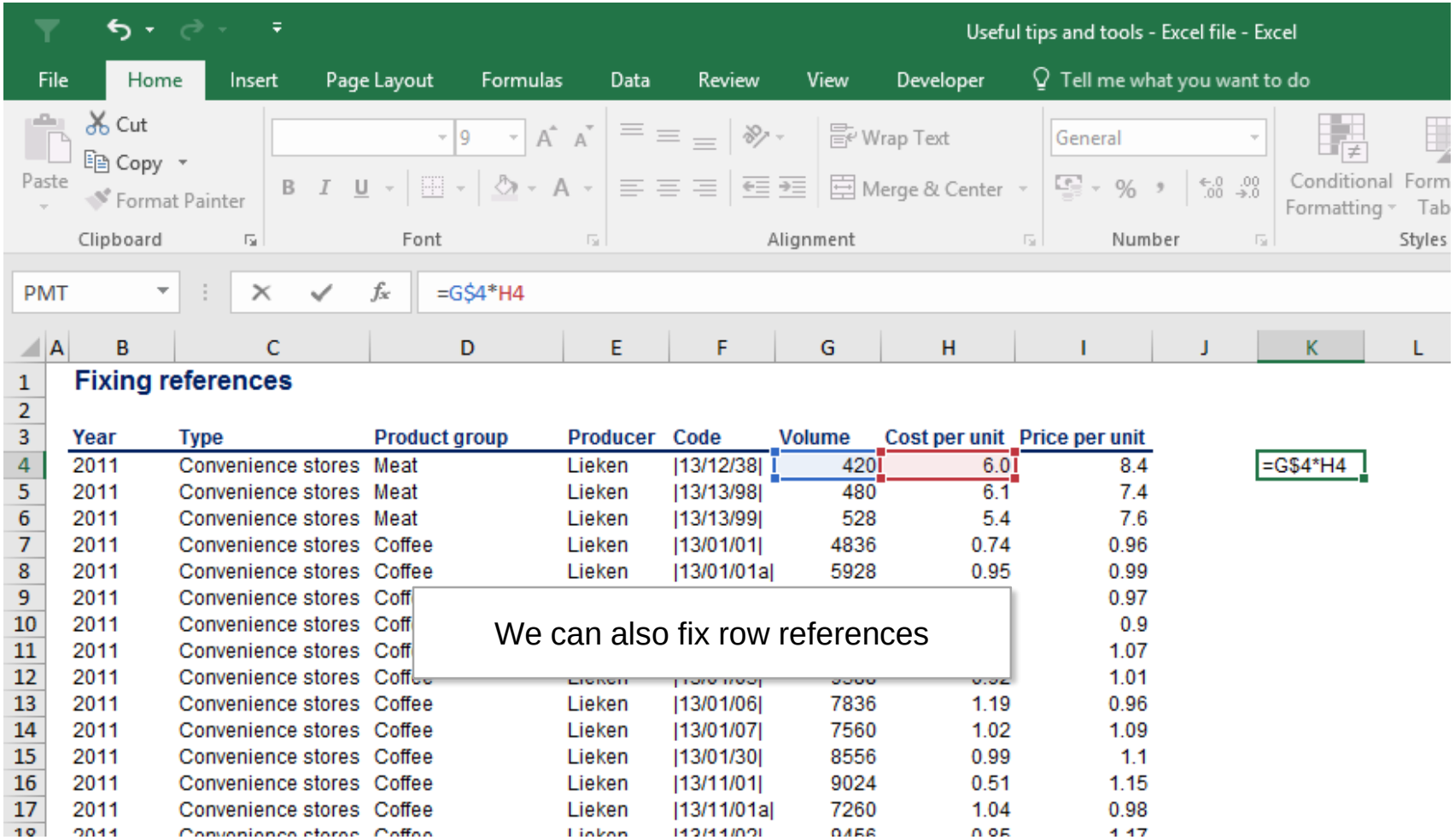
# Fixing references

365 Careers




| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01a\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/02\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/03\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/04\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/05\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/06\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01\| | 9024 | 0.51 | 1.15 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01a\| | 7260 | 1.04 | 0.98 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/02\| | 9456 | 0.85 | 1.17 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/03\| | 7488 | 1.19 | 0.91 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/04\| | 7176 | 0.56 | 1.13 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/12/01\| | 7140 | 0.72 | 0.91 |

# Fixing references



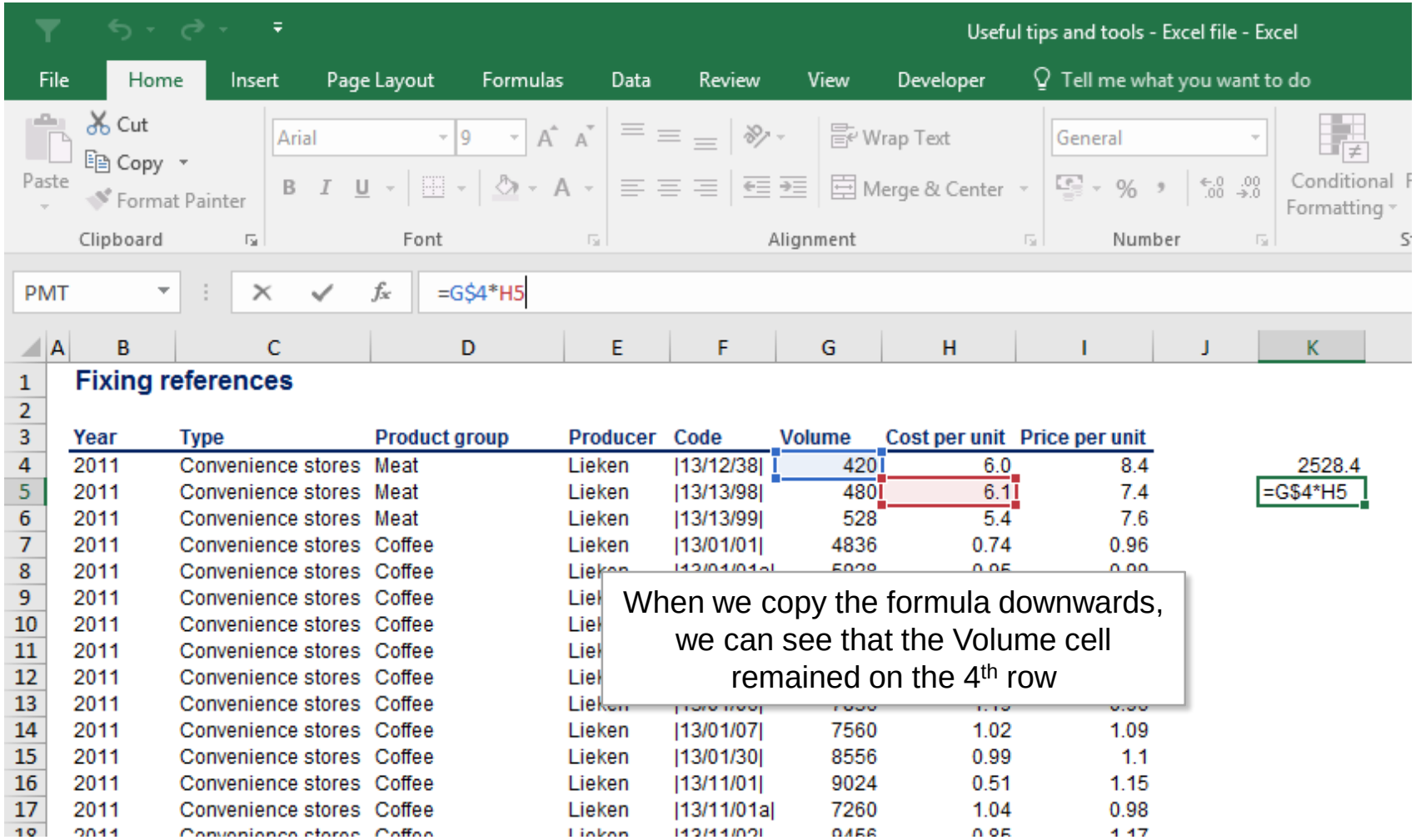

**Fixing references**

| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coff | | | | | 0.97 |
| 2011 | Convenience stores | Coff | | | | | 0.9 |
| 2011 | Convenience stores | Coff | | | | | 1.07 |
| 2011 | Convenience stores | Coffe | | | | | 1.01 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01\| | 9024 | 0.51 | 1.15 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01a\| | 7260 | 1.04 | 0.98 |

=G$4*H4

We can also fix row references

# Fixing references




**Fixing references**

| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01\| | 9024 | 0.51 | 1.15 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01a\| | 7260 | 1.04 | 0.98 |

2528.4

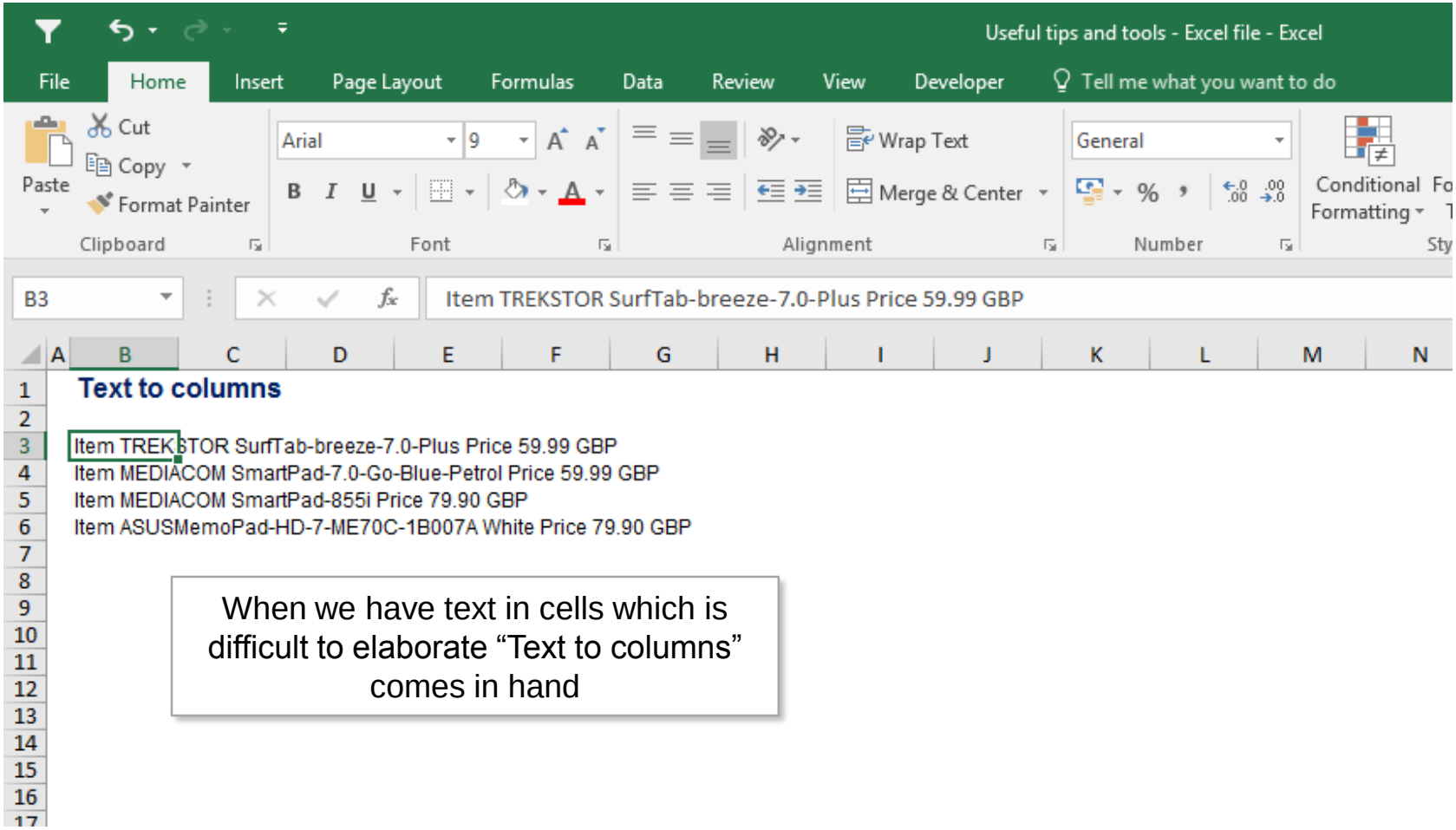
=G$4*H5

When we copy the formula downwards, we can see that the Volume cell remained on the 4th row

365 Careers

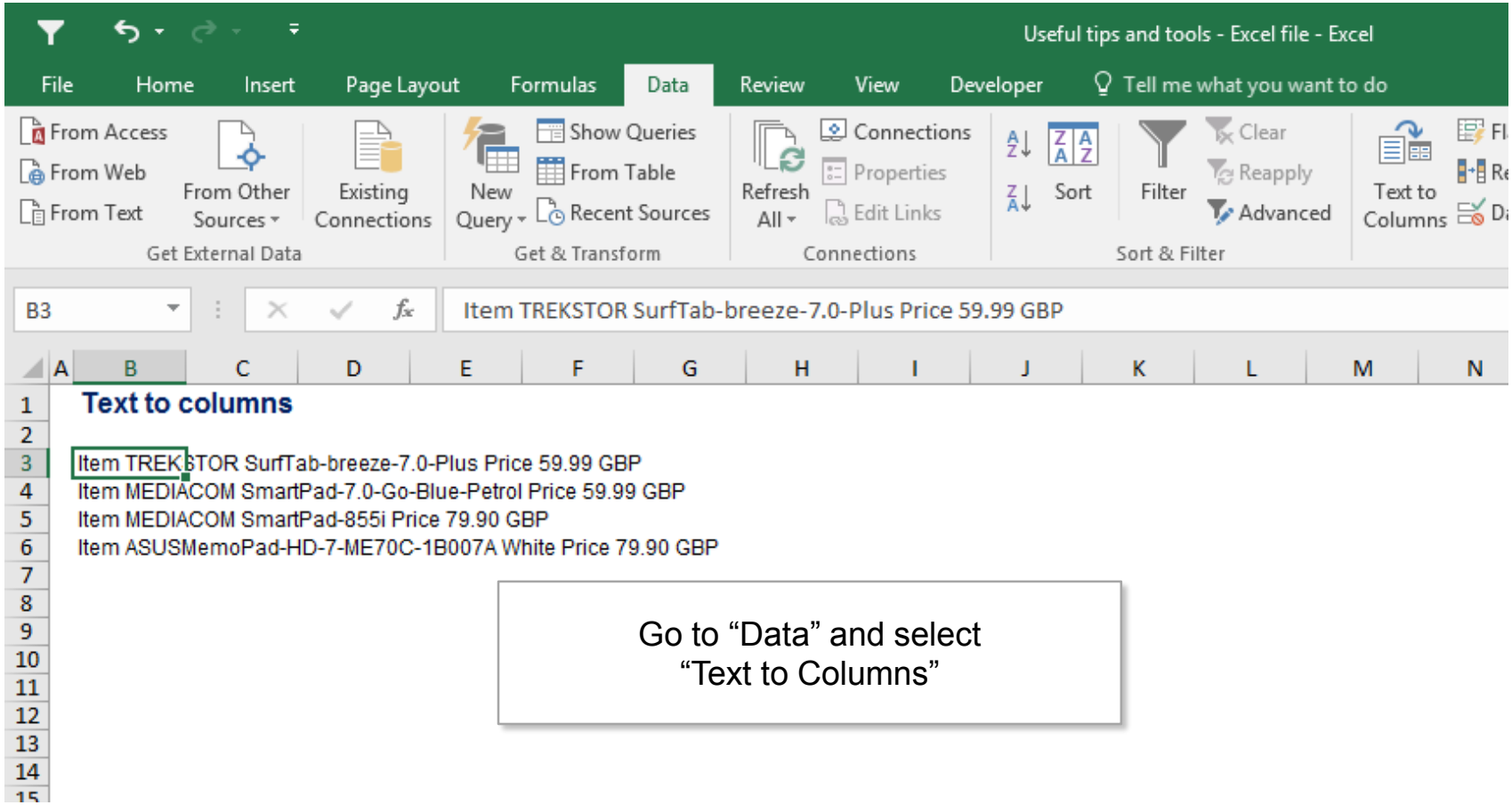
# Text to columns

# Text to columns

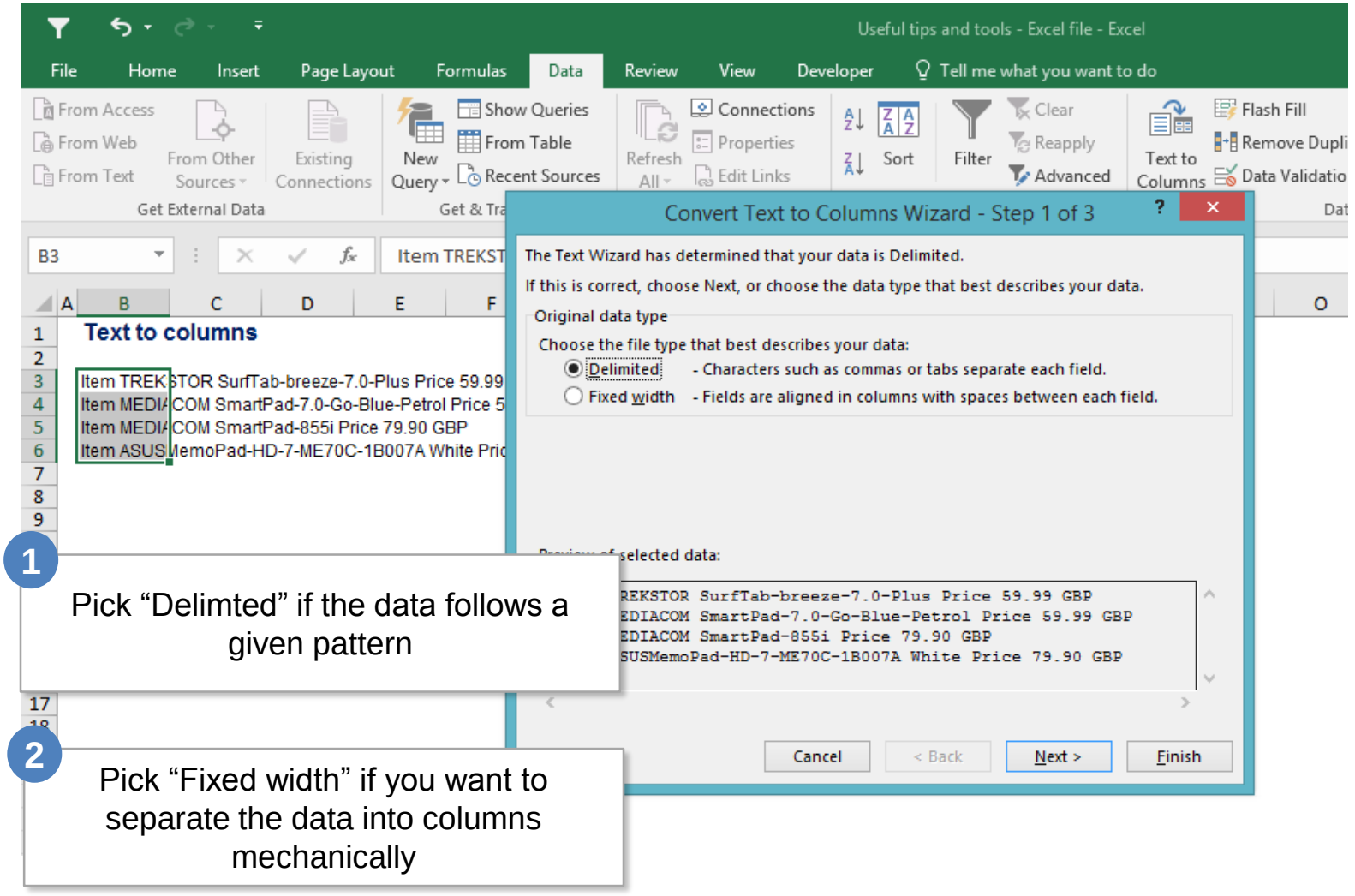



When we have text in cells which is difficult to elaborate “Text to columns” comes in hand

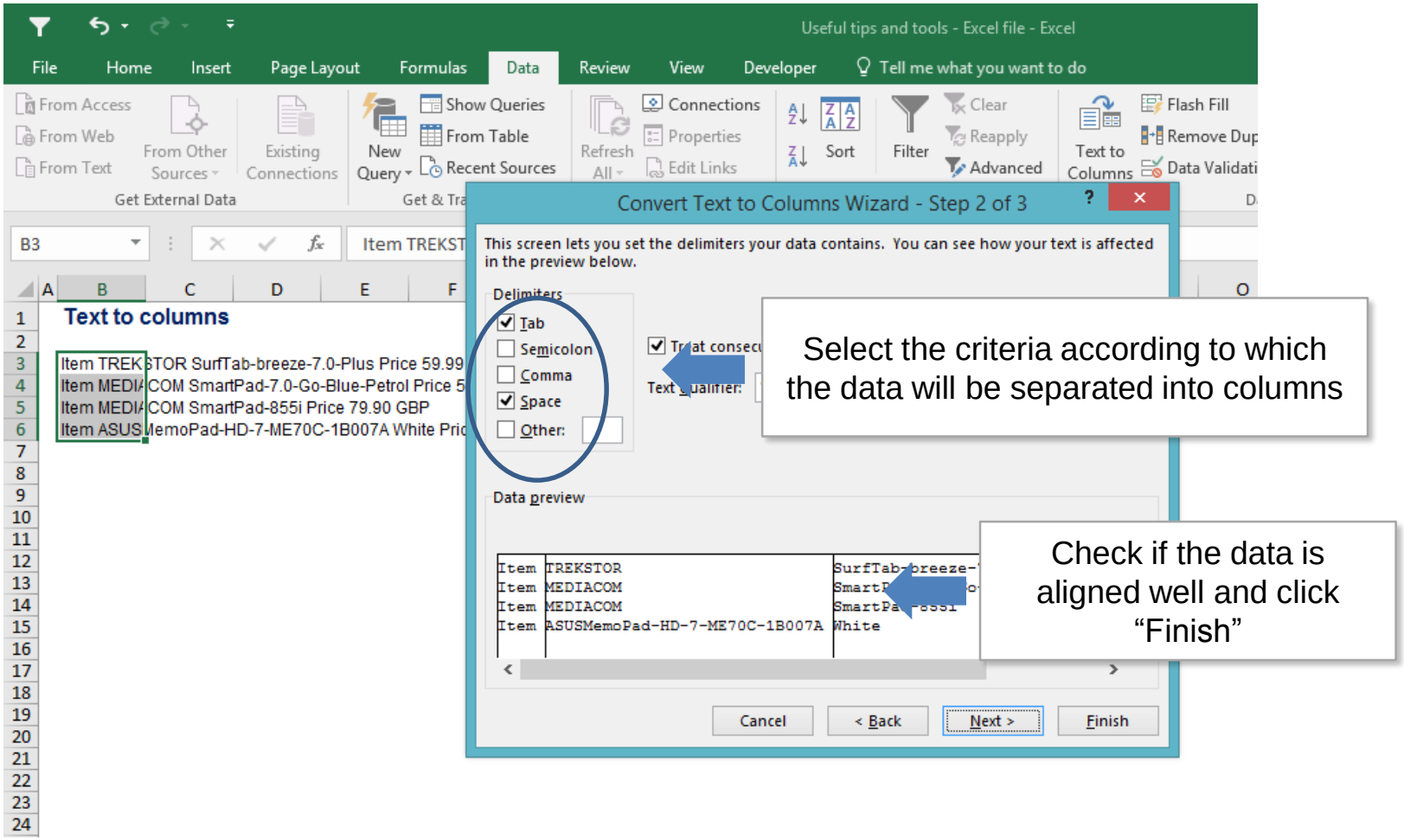
# Text to columns



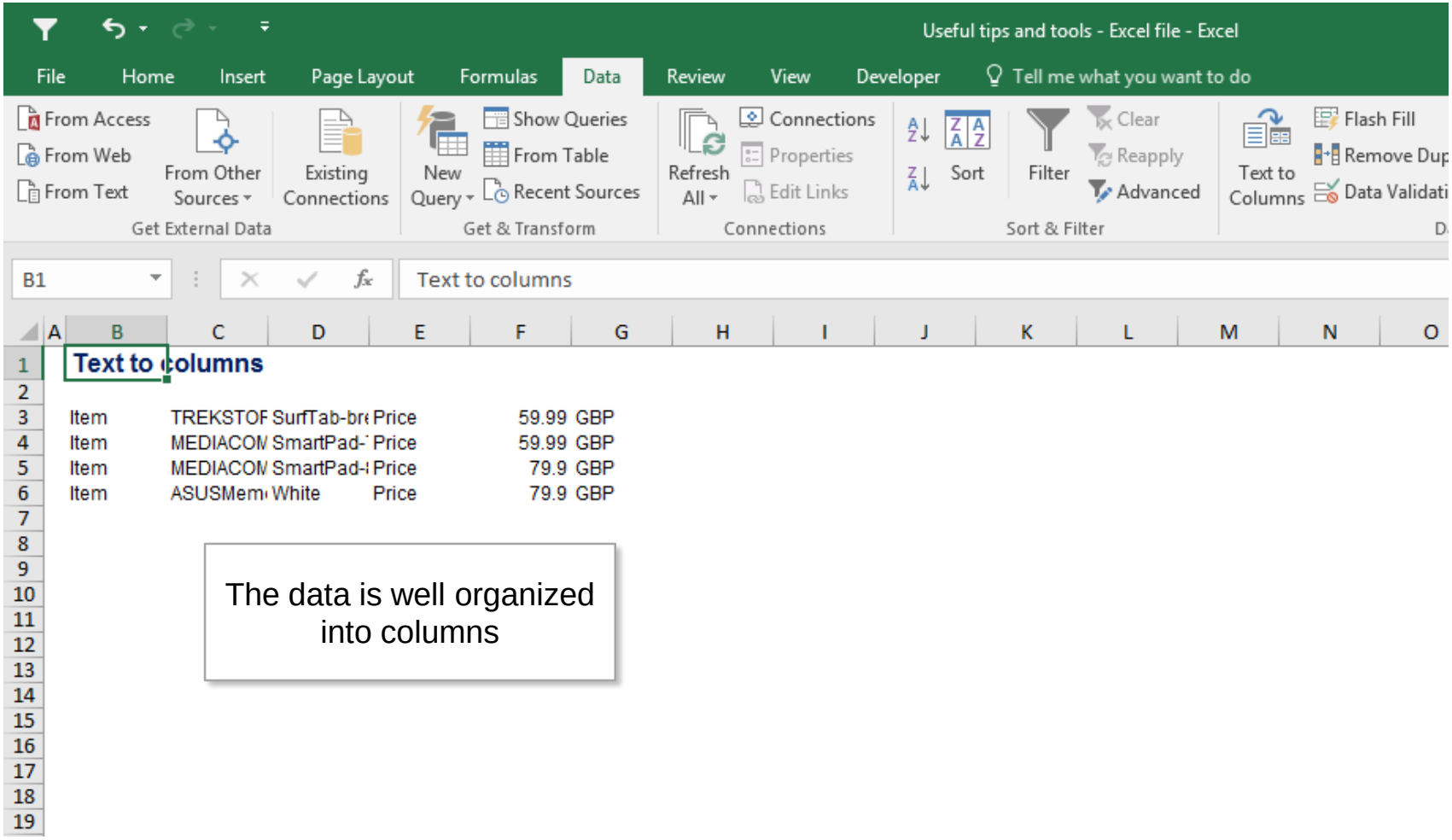
# Text to columns



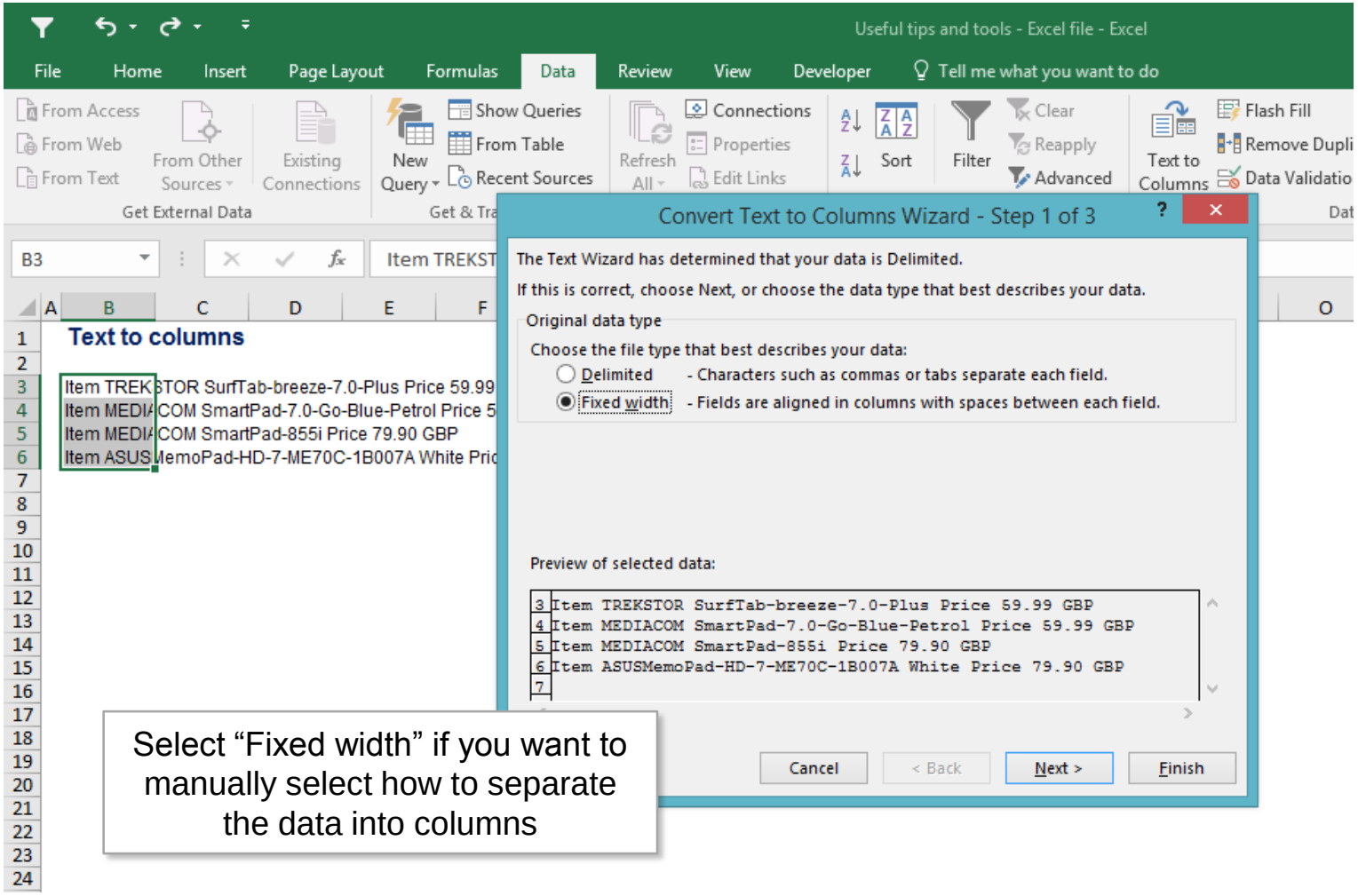
# Text to columns



# Text to columns

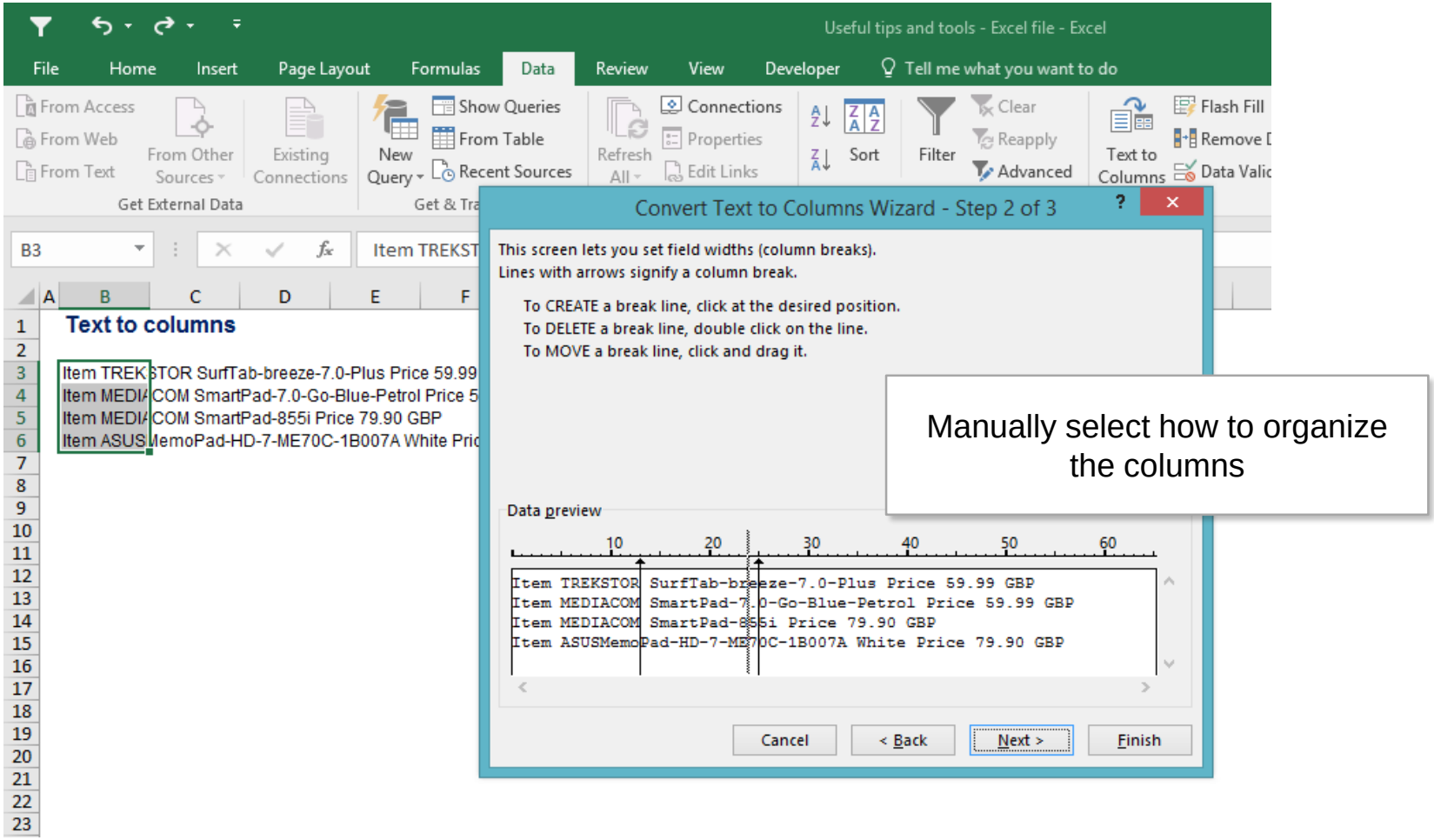


# Text to columns




Select “Fixed width” if you want to manually select how to separate the data into columns

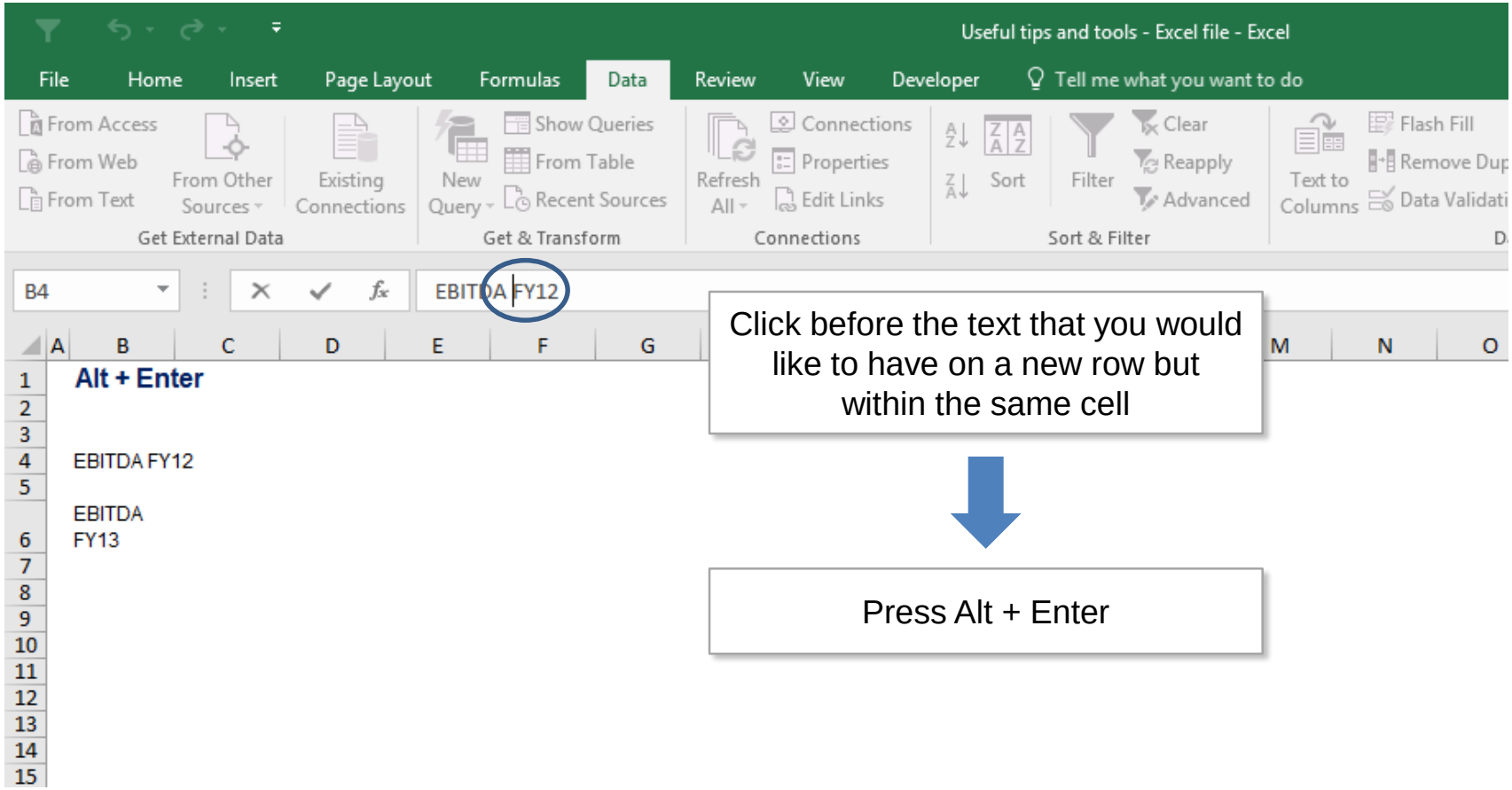
# Text to columns



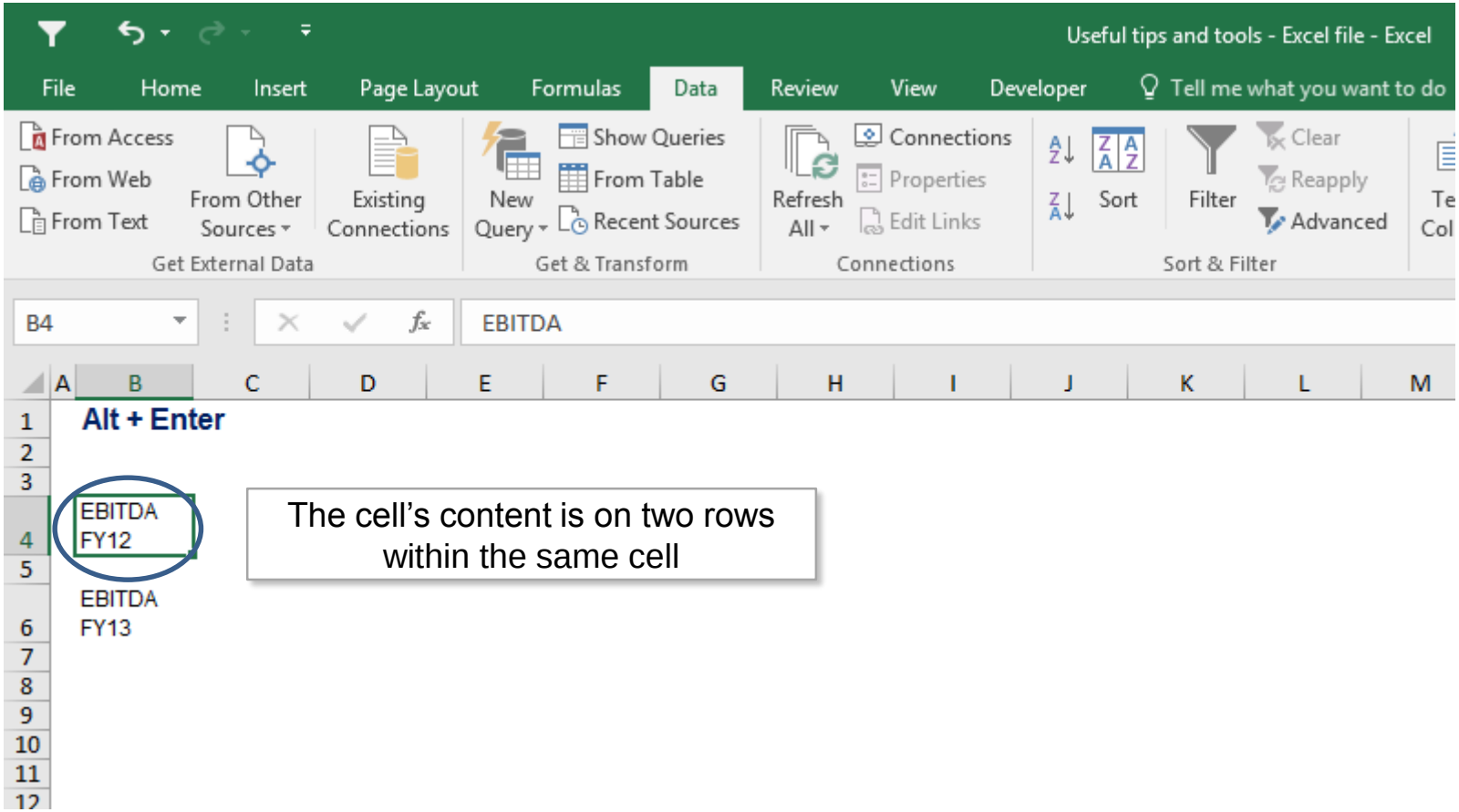
365 Careers

# Alt + Enter

# Alt + Enter


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Flash Fill
Remove Dup
Data Validati
B4
EBITDA FY12
Alt + Enter
EBITDA FY12
EBITDA
FY13
Click before the text that you would like to have on a new row but within the same cell
Press Alt + Enter

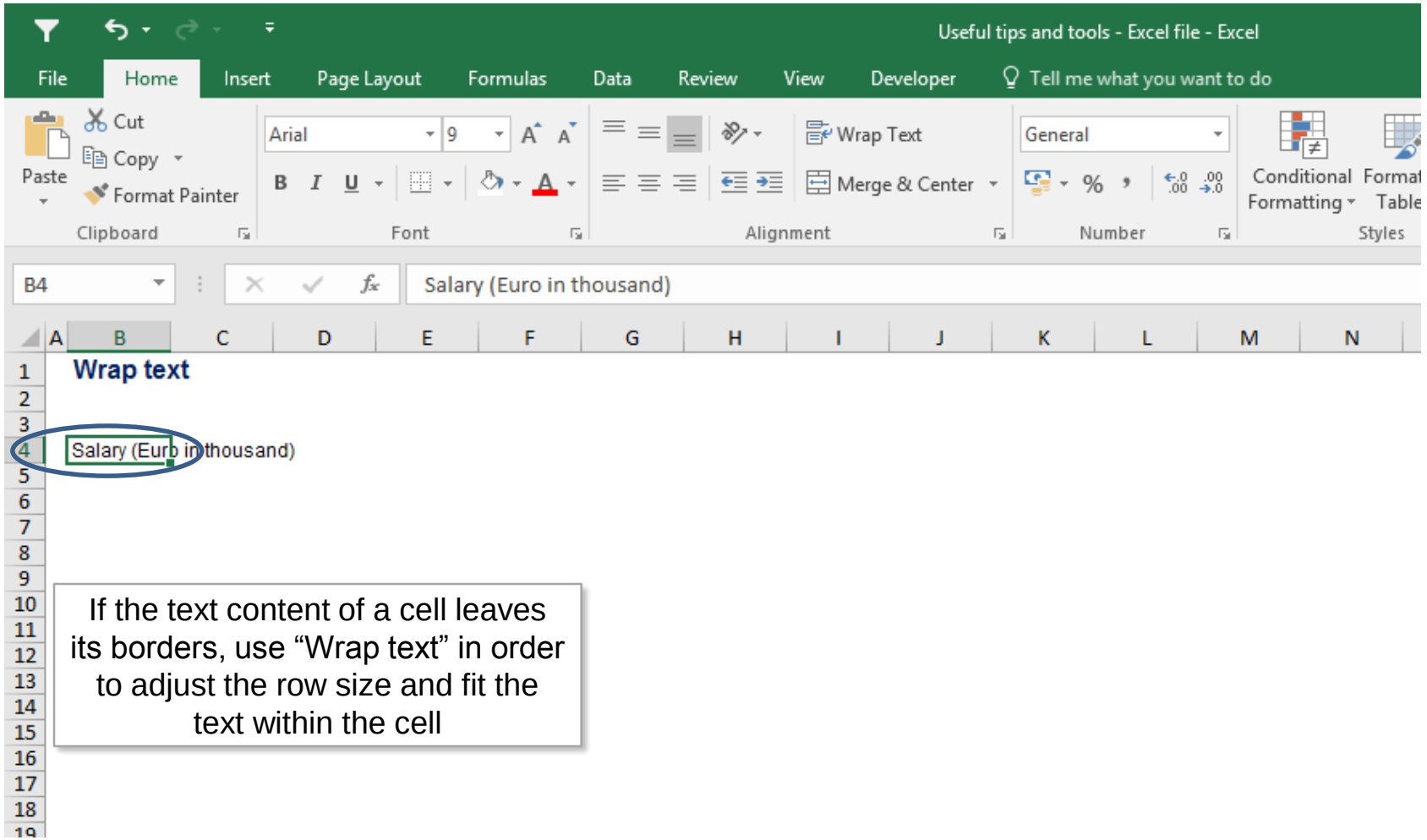
# Alt + Enter


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
B4
EBITDA
Alt + Enter
EBITDA
FY12
EBITDA
FY13
The cell's content is on two rows within the same cell

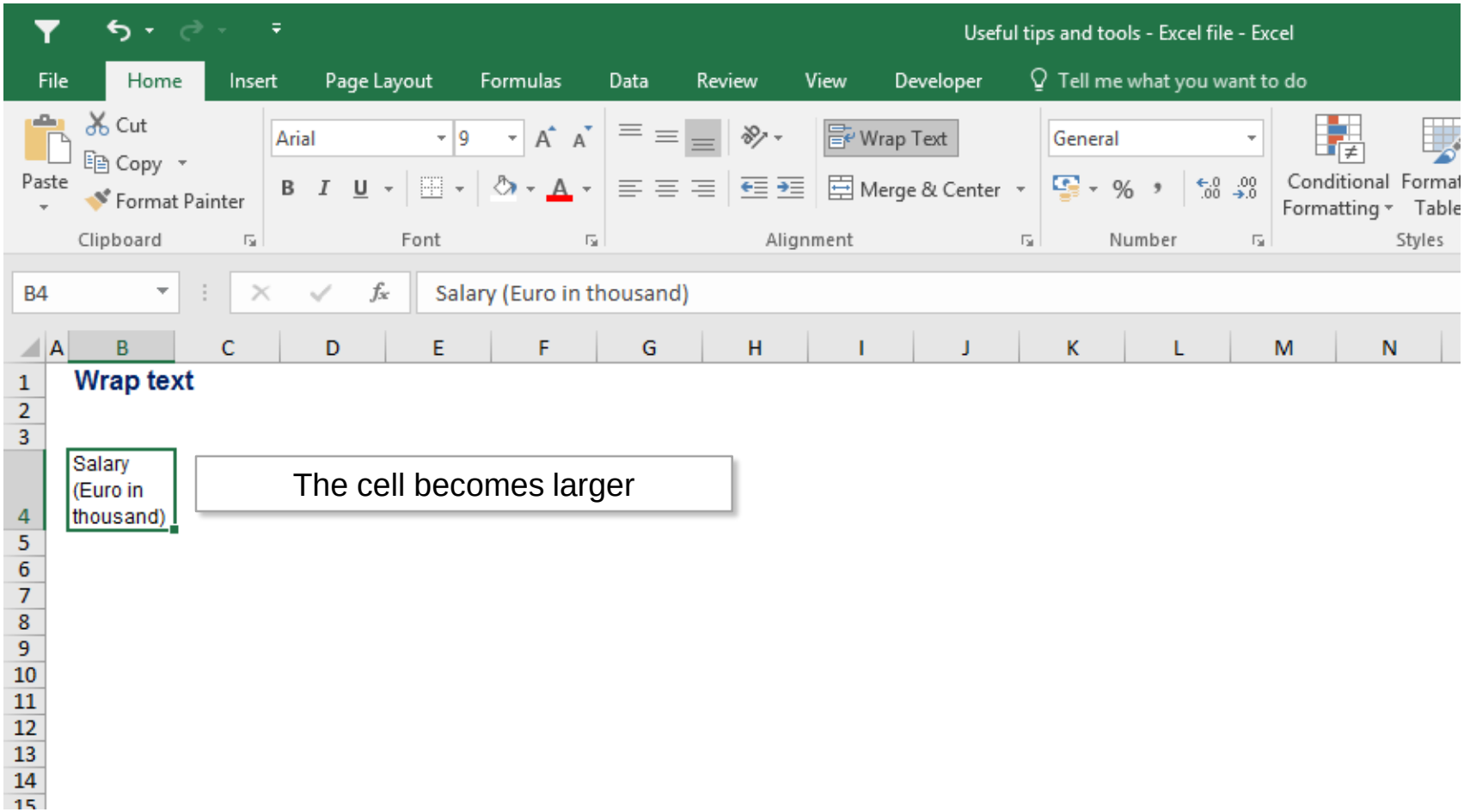
365 Careers

# Wrap text

# Wrap text


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Cut
Copy
Format Painter
Paste
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Styles
B4
Salary (Euro in thousand)
Wrap text
Salary (Euro in thousand)
If the text content of a cell leaves its borders, use “Wrap text” in order to adjust the row size and fit the text within the cell

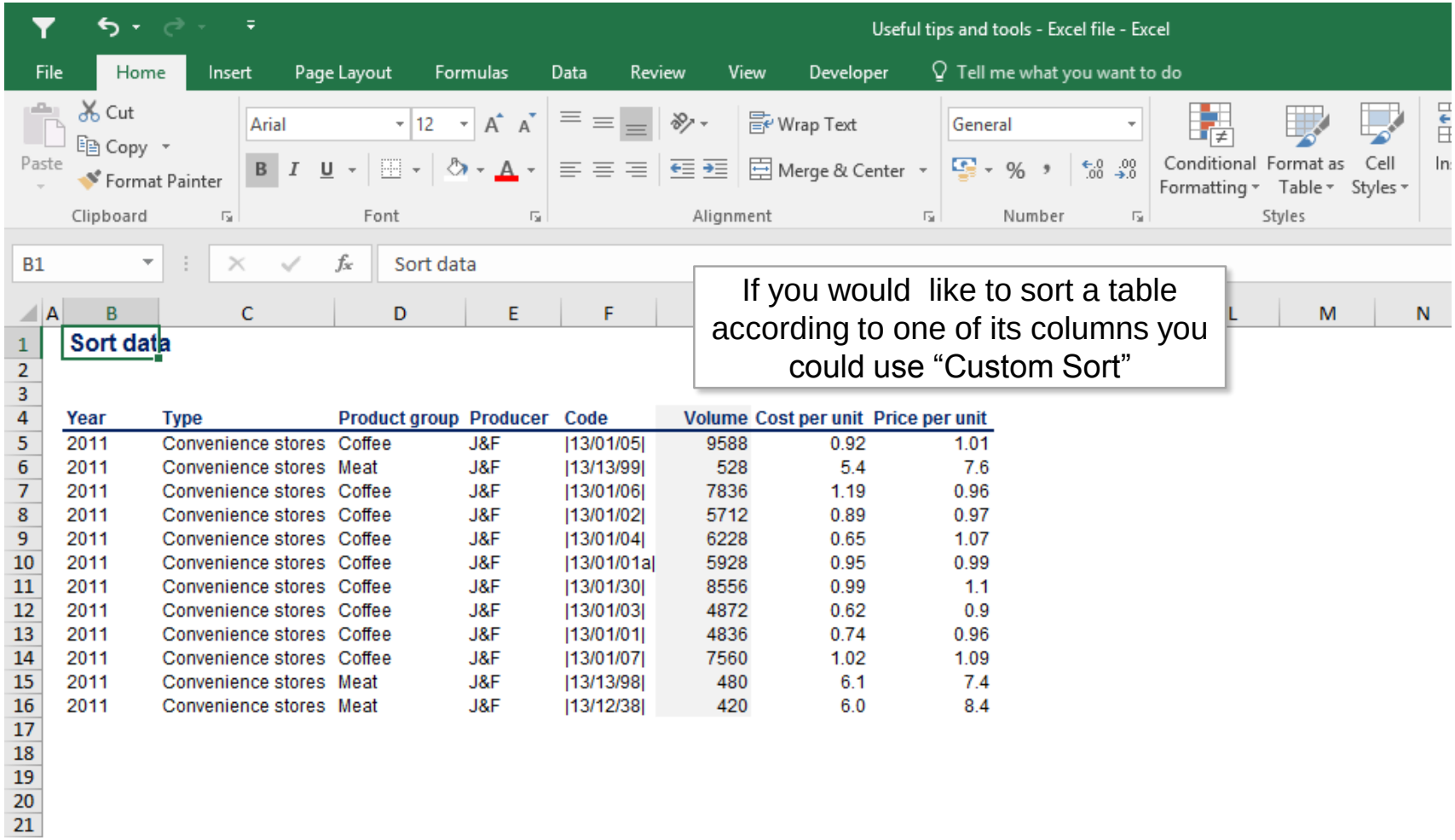
# Wrap text


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Paste
Cut
Copy
Format Painter
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Styles
B4
Salary (Euro in thousand)
Wrap text
Salary (Euro in thousand)
The cell becomes larger

365 Careers

# Custom sort

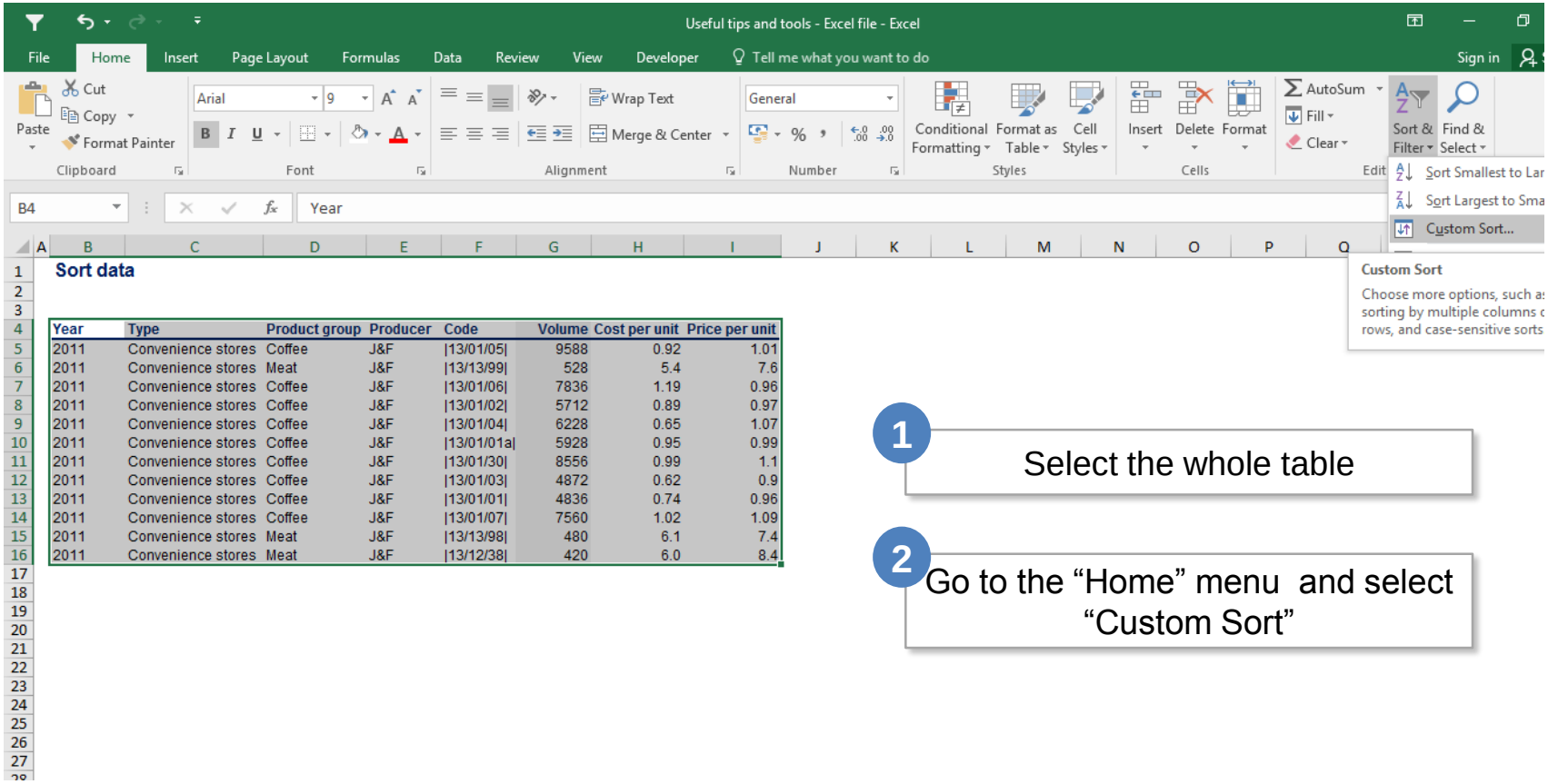
# Custom sort




| | A | B | C | D | E | F | L | M | N |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | Sort data | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |

| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Coffee | J&F | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Meat | J&F | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/03\| | 4872 | 0.62 | 0.9 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Meat | J&F | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | J&F | \|13/12/38\| | 420 | 6.0 | 8.4 |

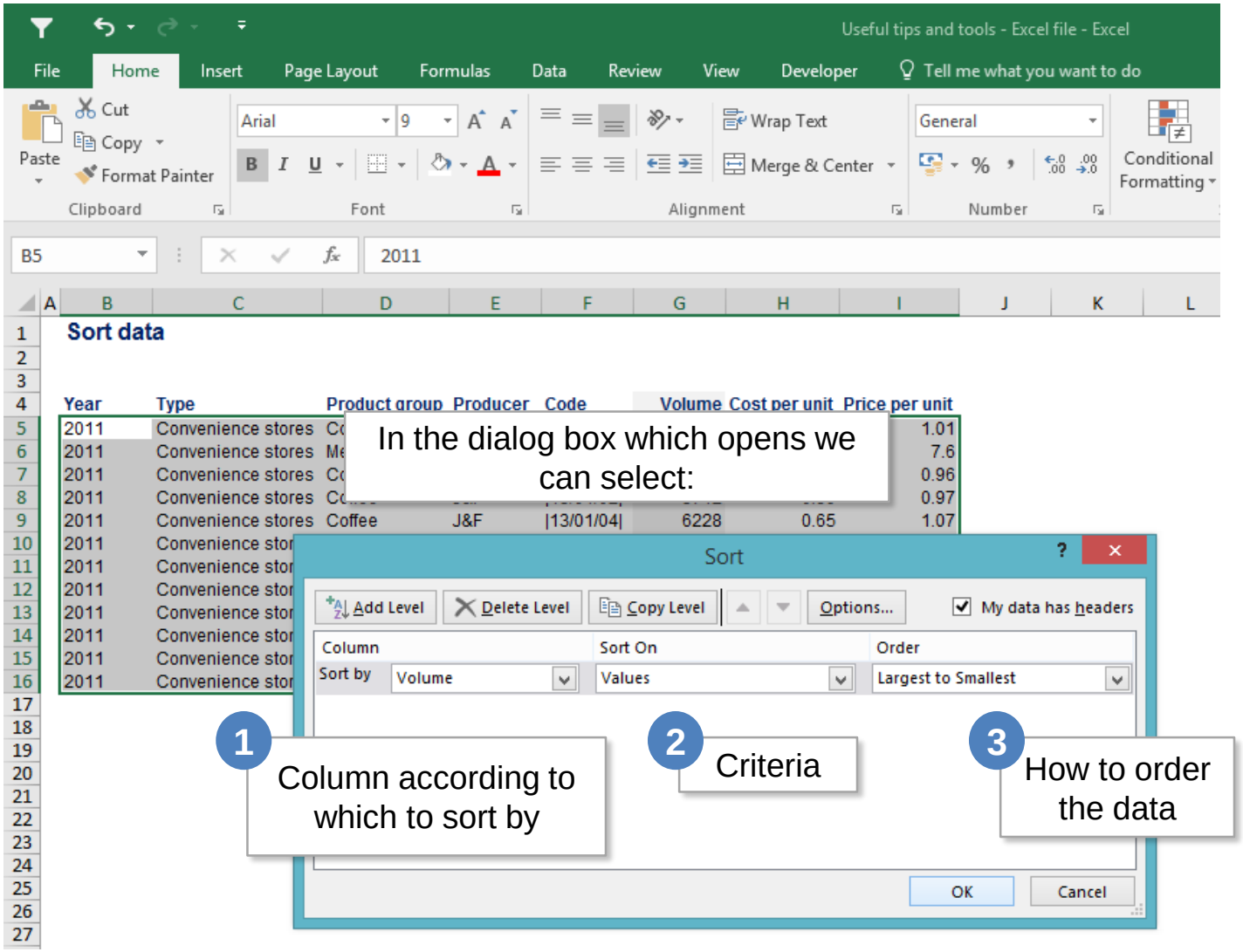
# Custom sort




1. Select the whole table

2. Go to the “Home” menu and select “Custom Sort”

# Custom sort


Useful tips and tools - Excel file - Excel
File
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Page Layout
Formulas
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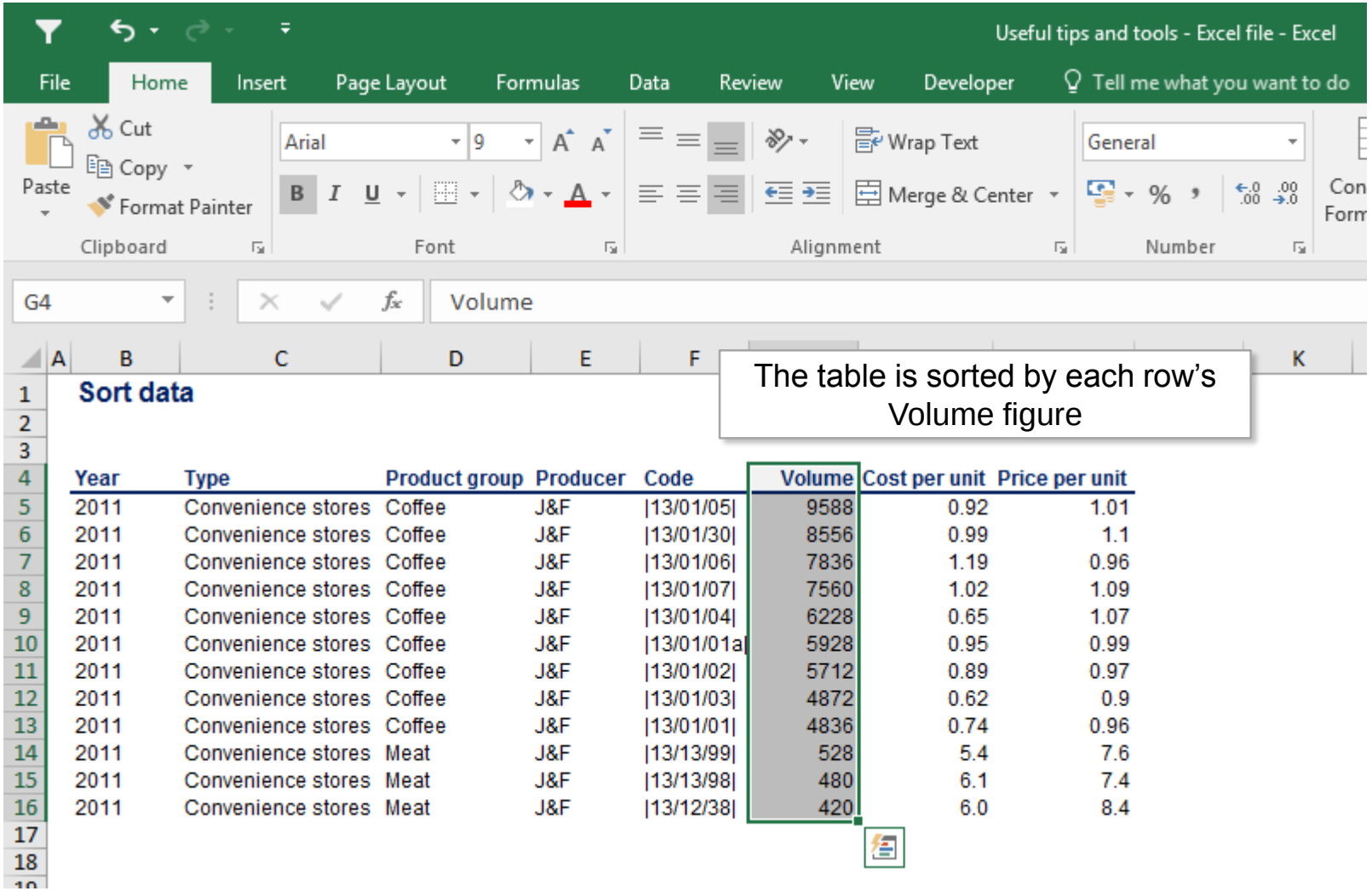
Review
View
Developer
Tell me what you want to do
Cut
Copy
Format Painter
Paste
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
B5
2011
Sort data
Year
Type
Product group
Producer
Code
Volume
Cost per unit
Price per unit
2011 Convenience stores Coffee J&F |13/01/04| 6228 0.65 1.07
In the dialog box which opens we can select:
Sort
Add Level
Delete Level
Copy Level
Options...
My data has headers
Column
Sort On
Order
Sort by
Volume
Values
Largest to Smallest
OK
Cancel
1
Column according to which to sort by
2
Criteria
3
How to order the data

# Custom sort

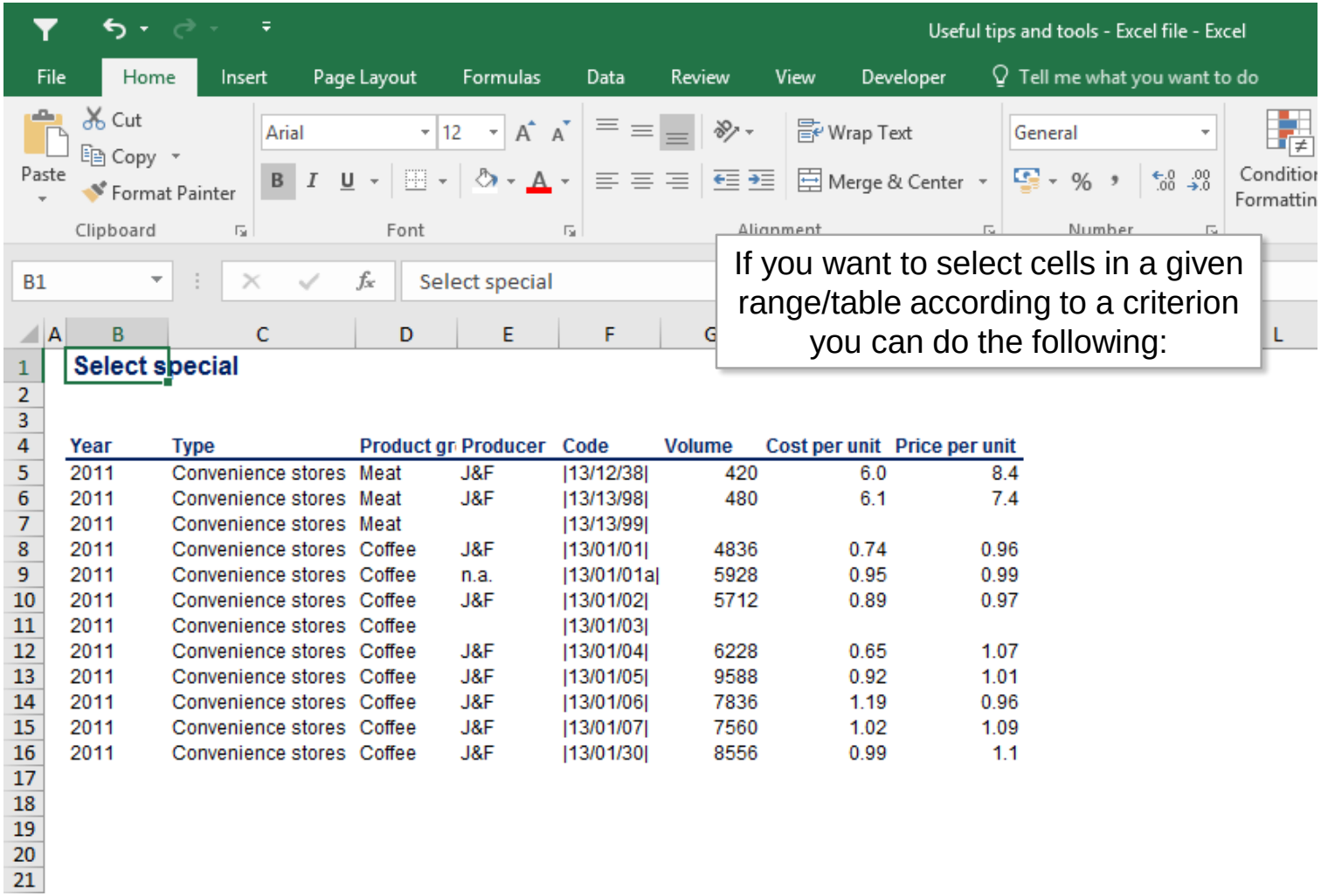



| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Coffee | J&F | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/03\| | 4872 | 0.62 | 0.9 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Meat | J&F | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Meat | J&F | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | J&F | \|13/12/38\| | 420 | 6.0 | 8.4 |

365 Careers

# Select special

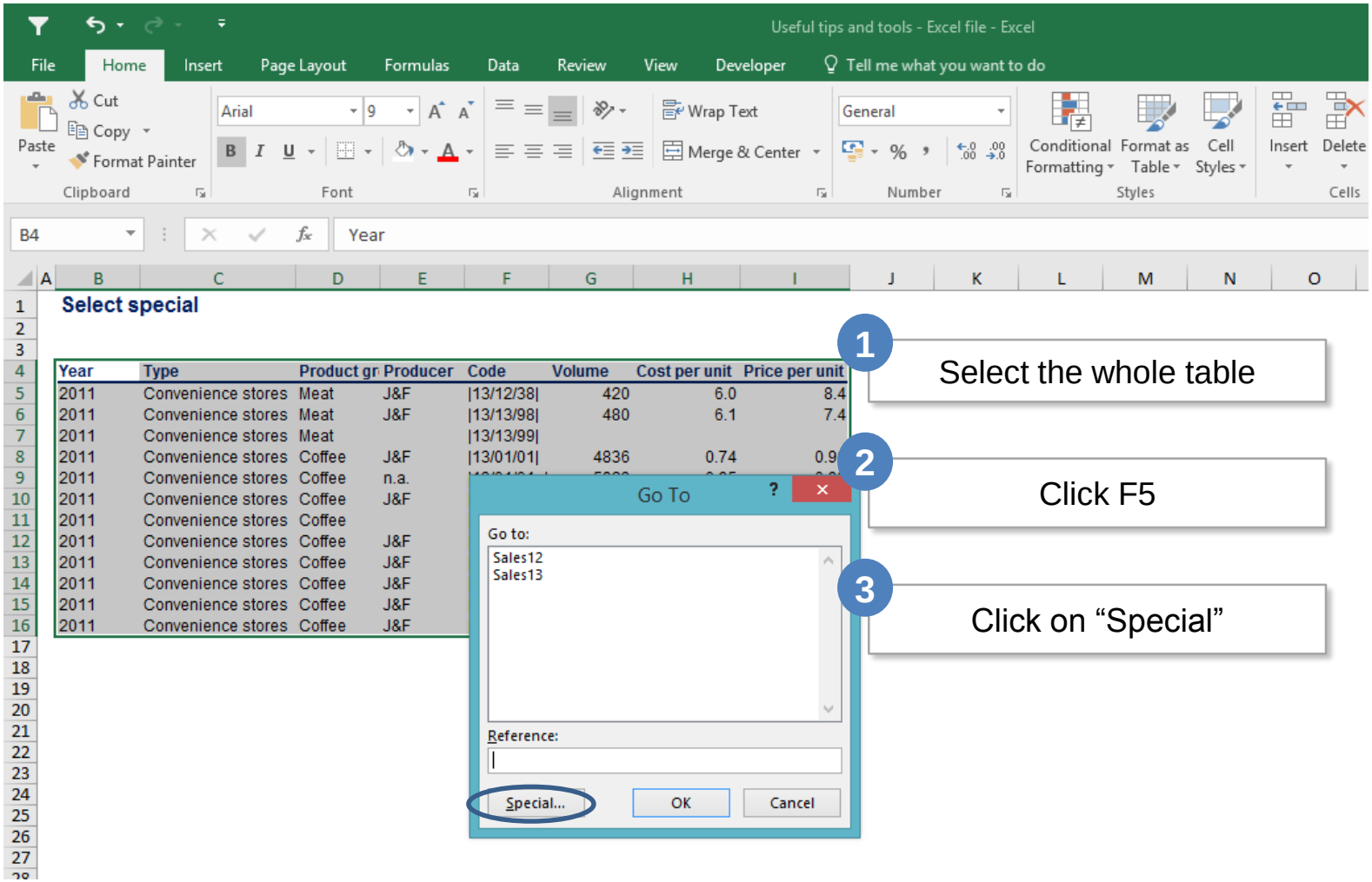
# Select special



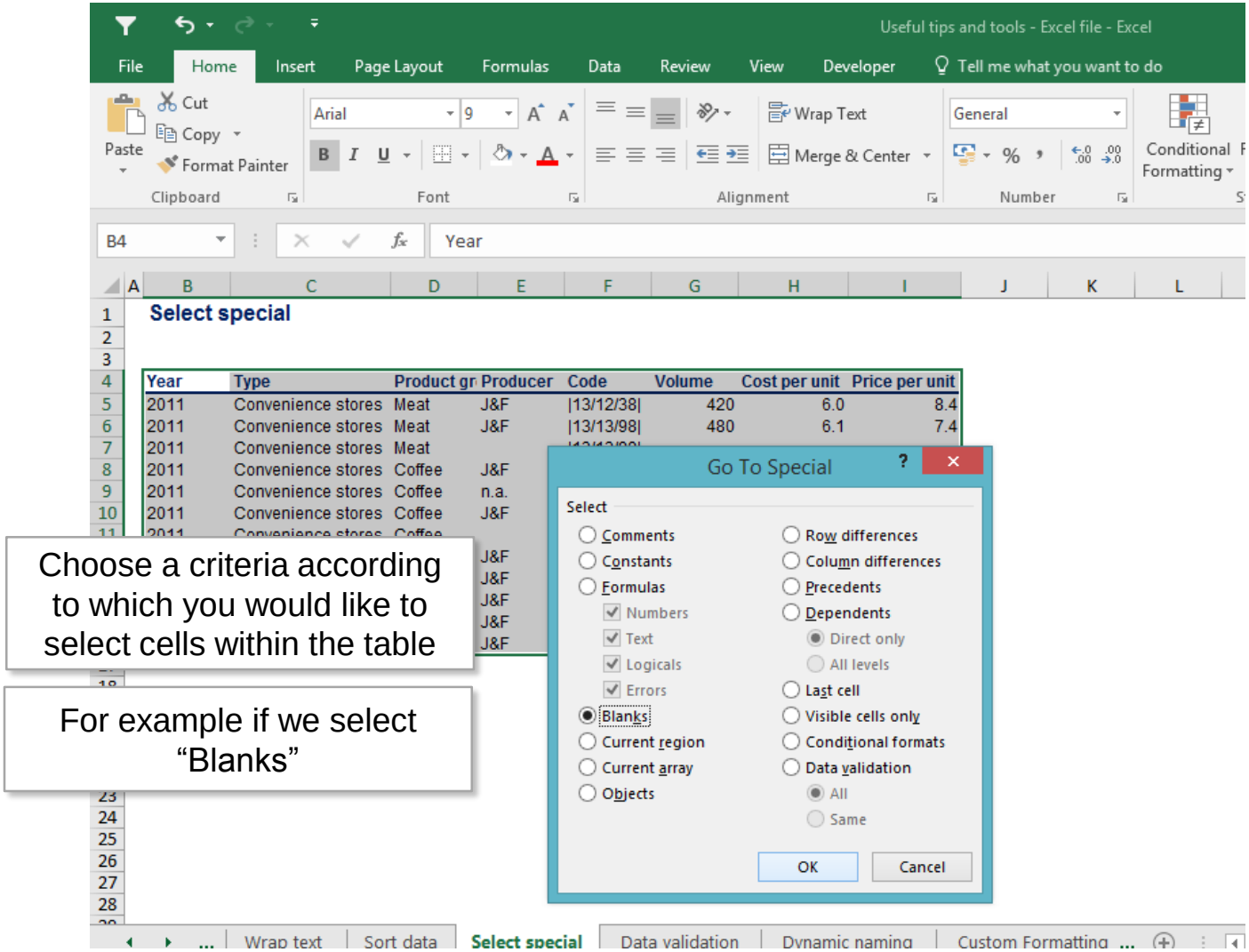

**Select special**

| Year | Type | Product gr | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | J&F | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | J&F | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | | \|13/13/99\| | | | |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | n.a. | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | | \|13/01/03\| | | | |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/30\| | 8556 | 0.99 | 1.1 |

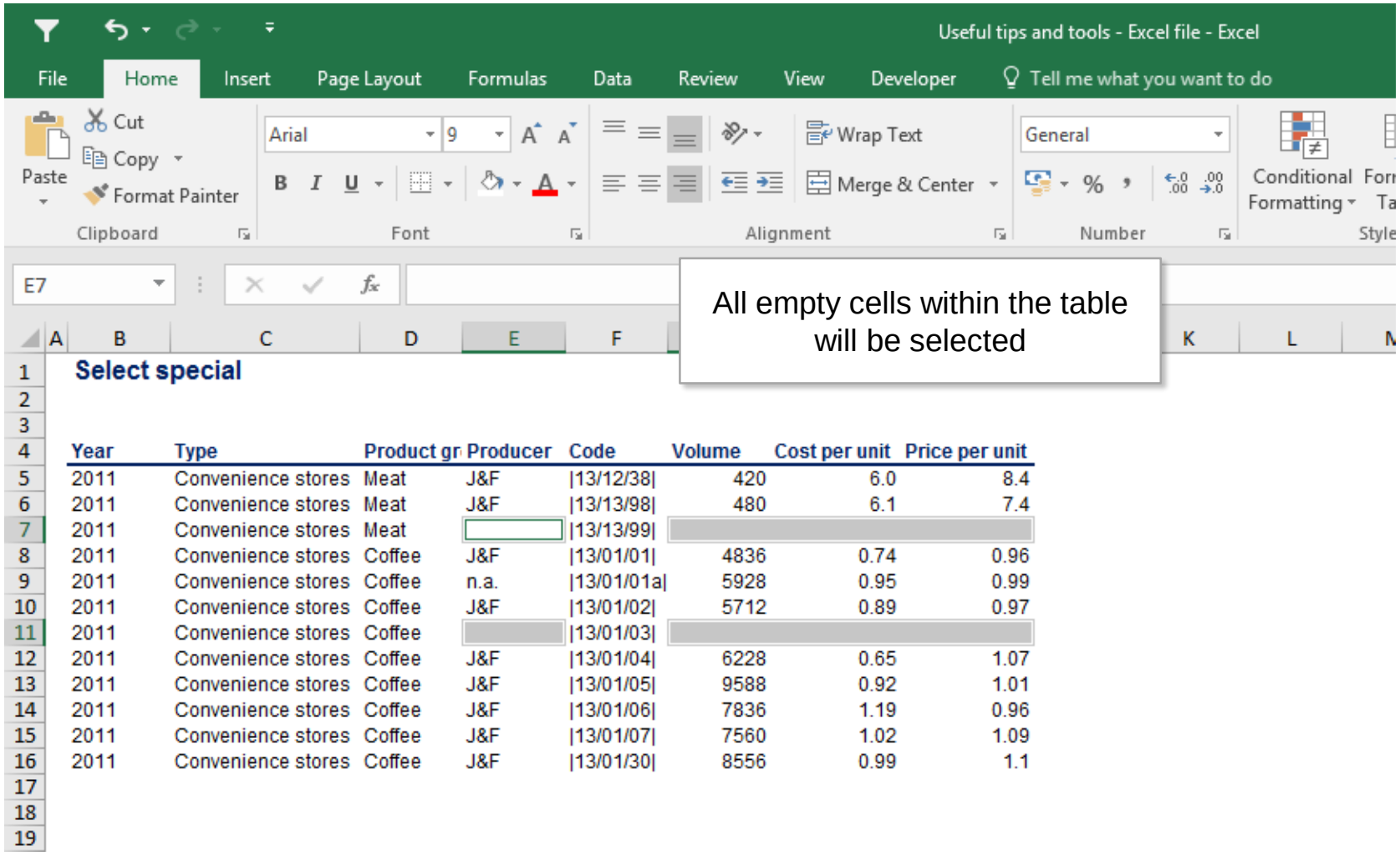
# Select special



# Select special



# Select special



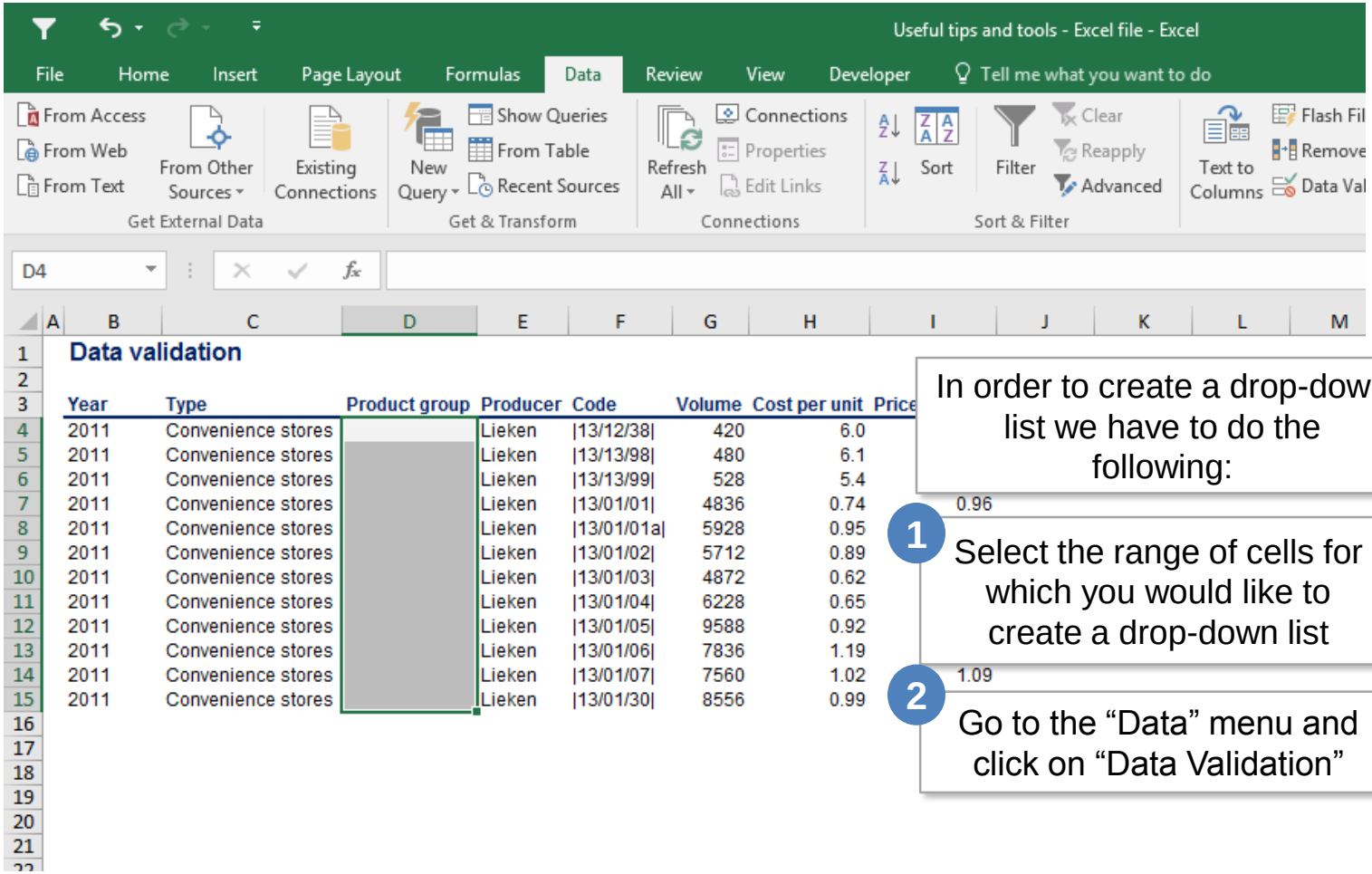

**Select special**

| Year | Type | Product gr | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | J&F | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | J&F | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | | \|13/13/99\| | | | |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | n.a. | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | | \|13/01/03\| | | | |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/30\| | 8556 | 0.99 | 1.1 |

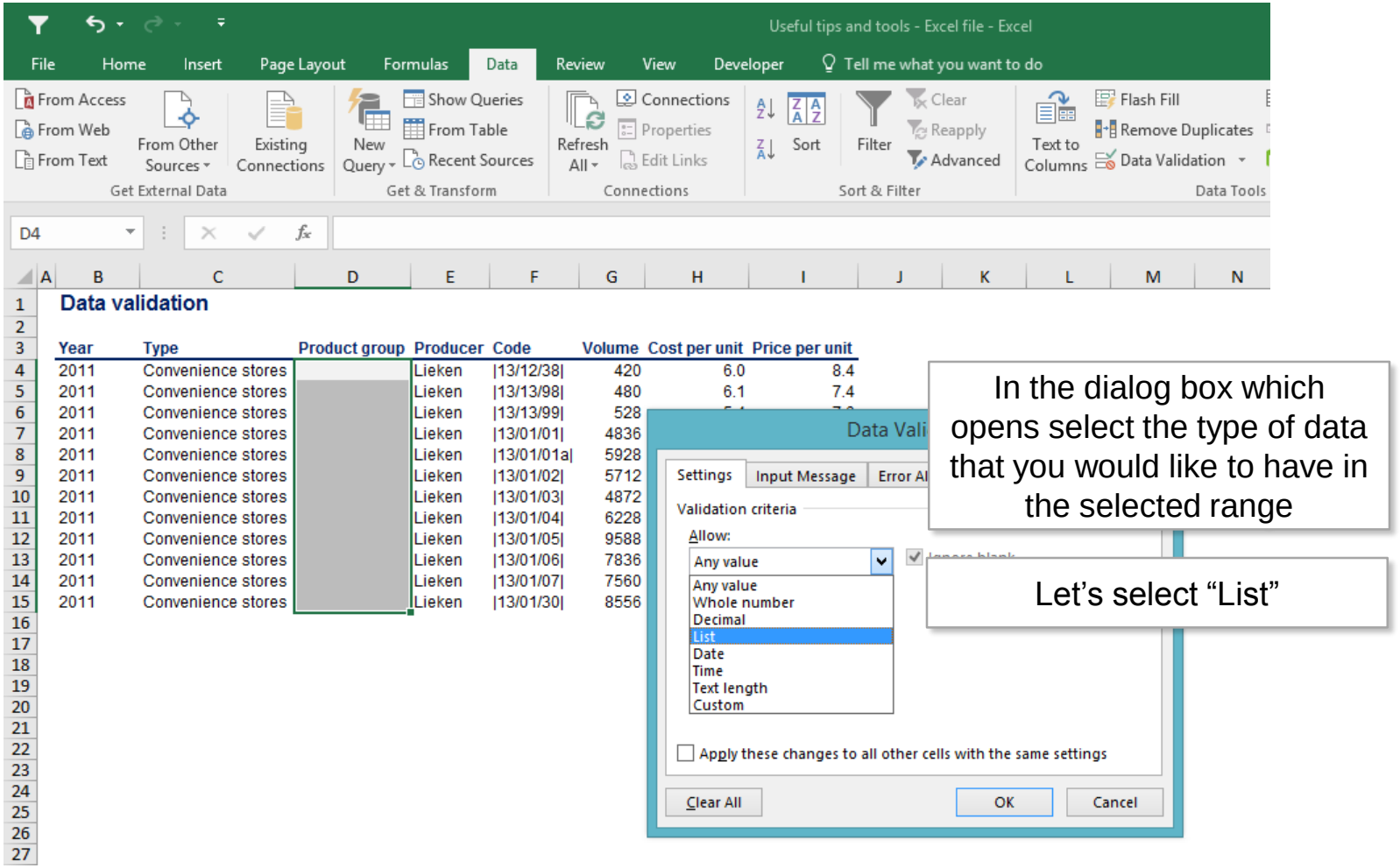
365 Careers

# Data validation

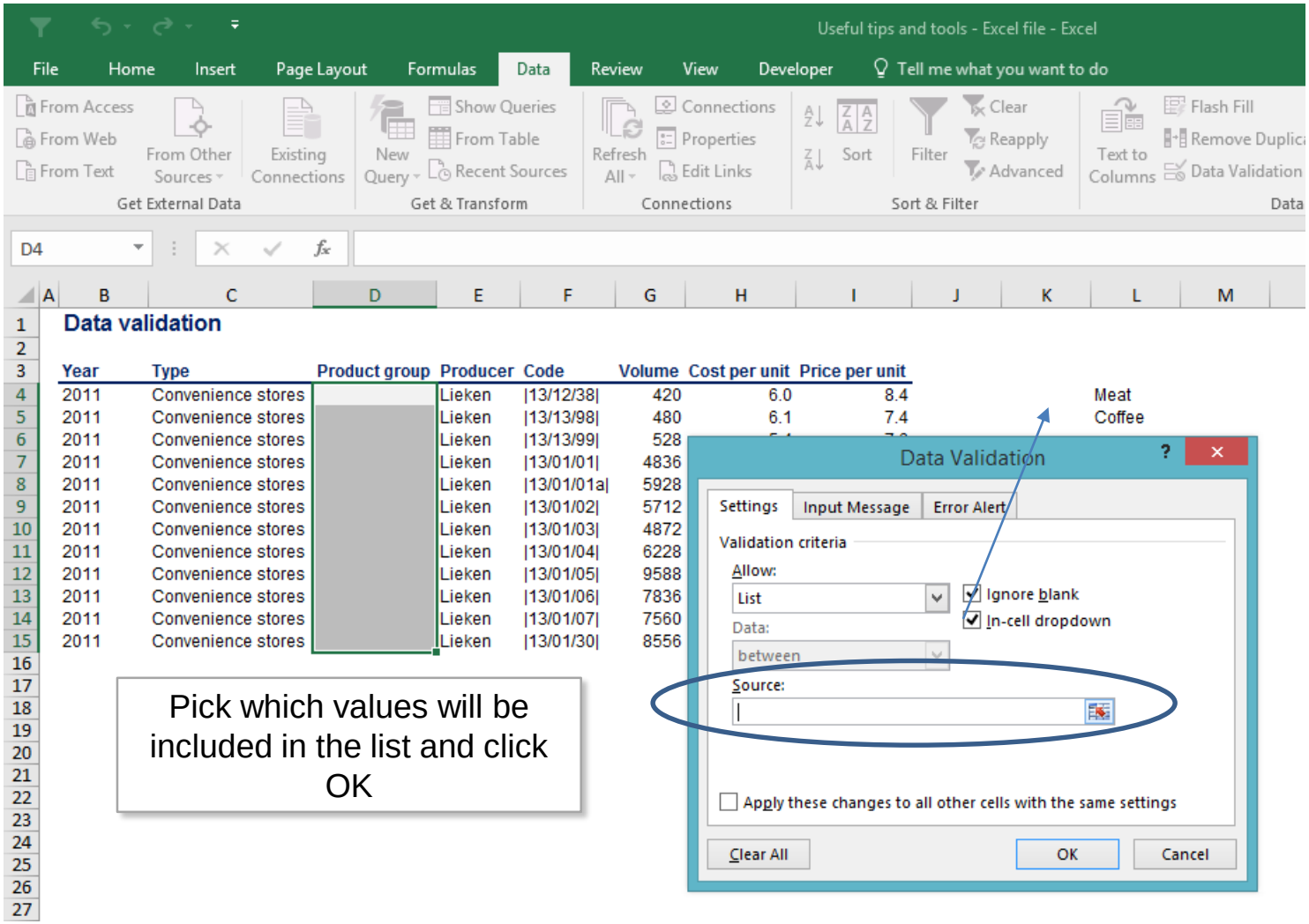
# Data validation



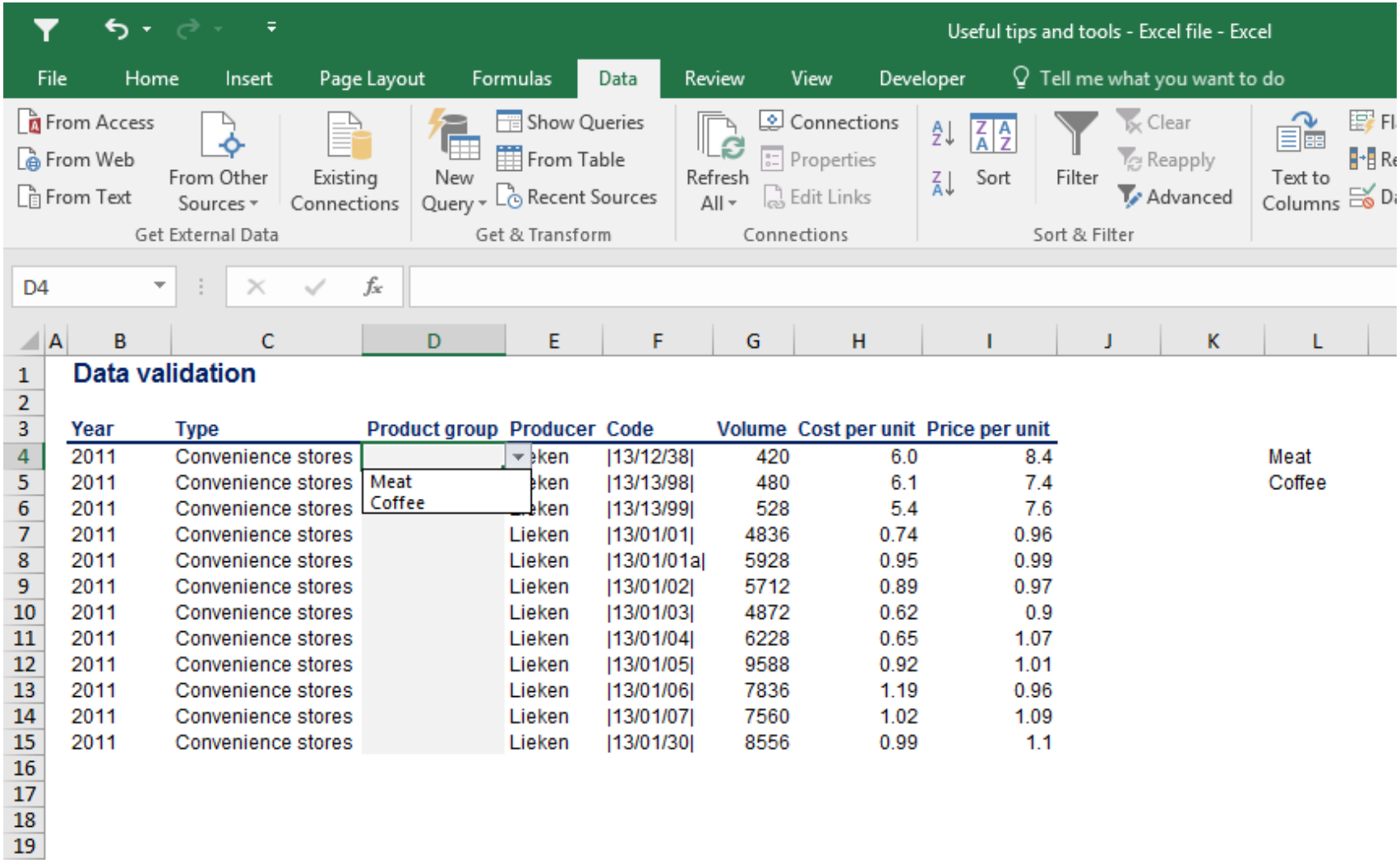
# Data validation


Useful tips and tools - Excel file - Excel
File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do
From Access From Web From Text From Other Sources Existing Connections
Get External Data
New Query Show Queries From Table Recent Sources
Get & Transform
Refresh All Connections Properties Edit Links
Connections
Sort Filter Clear Reapply Advanced
Sort & Filter
Text to Columns Flash Fill Remove Duplicates Data Validation
Data Tools
D4
Data validation
Year Type Product group Producer Code Volume Cost per unit Price per unit
2011 Convenience stores Lieken |13/12/38| 420 6.0 8.4
2011 Convenience stores Lieken |13/13/98| 480 6.1 7.4
2011 Convenience stores Lieken |13/13/99| 528
2011 Convenience stores Lieken |13/01/01| 4836
2011 Convenience stores Lieken |13/01/01a| 5928
2011 Convenience stores Lieken |13/01/02| 5712
2011 Convenience stores Lieken |13/01/03| 4872
2011 Convenience stores Lieken |13/01/04| 6228
2011 Convenience stores Lieken |13/01/05| 9588
2011 Convenience stores Lieken |13/01/06| 7836
2011 Convenience stores Lieken |13/01/07| 7560
2011 Convenience stores Lieken |13/01/30| 8556
Data Vali
Settings Input Message Error Al
Validation criteria
Allow:
Any value
Any value
Whole number
Decimal
List
Date
Time
Text length
Custom
Apply these changes to all other cells with the same settings
Clear All OK Cancel
In the dialog box which opens select the type of data that you would like to have in the selected range
Let's select "List"

# Data validation



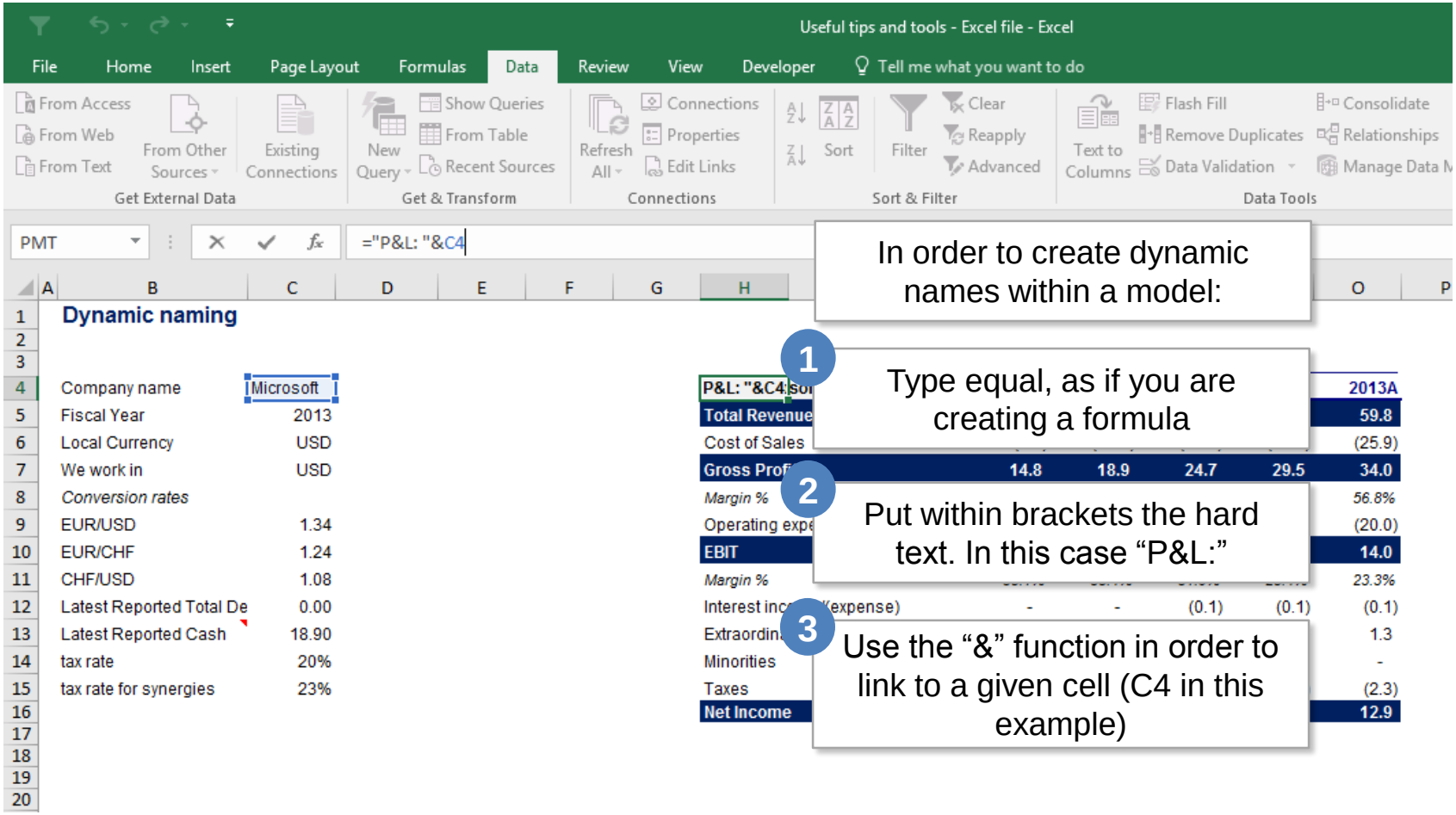
# Data validation



365 Careers

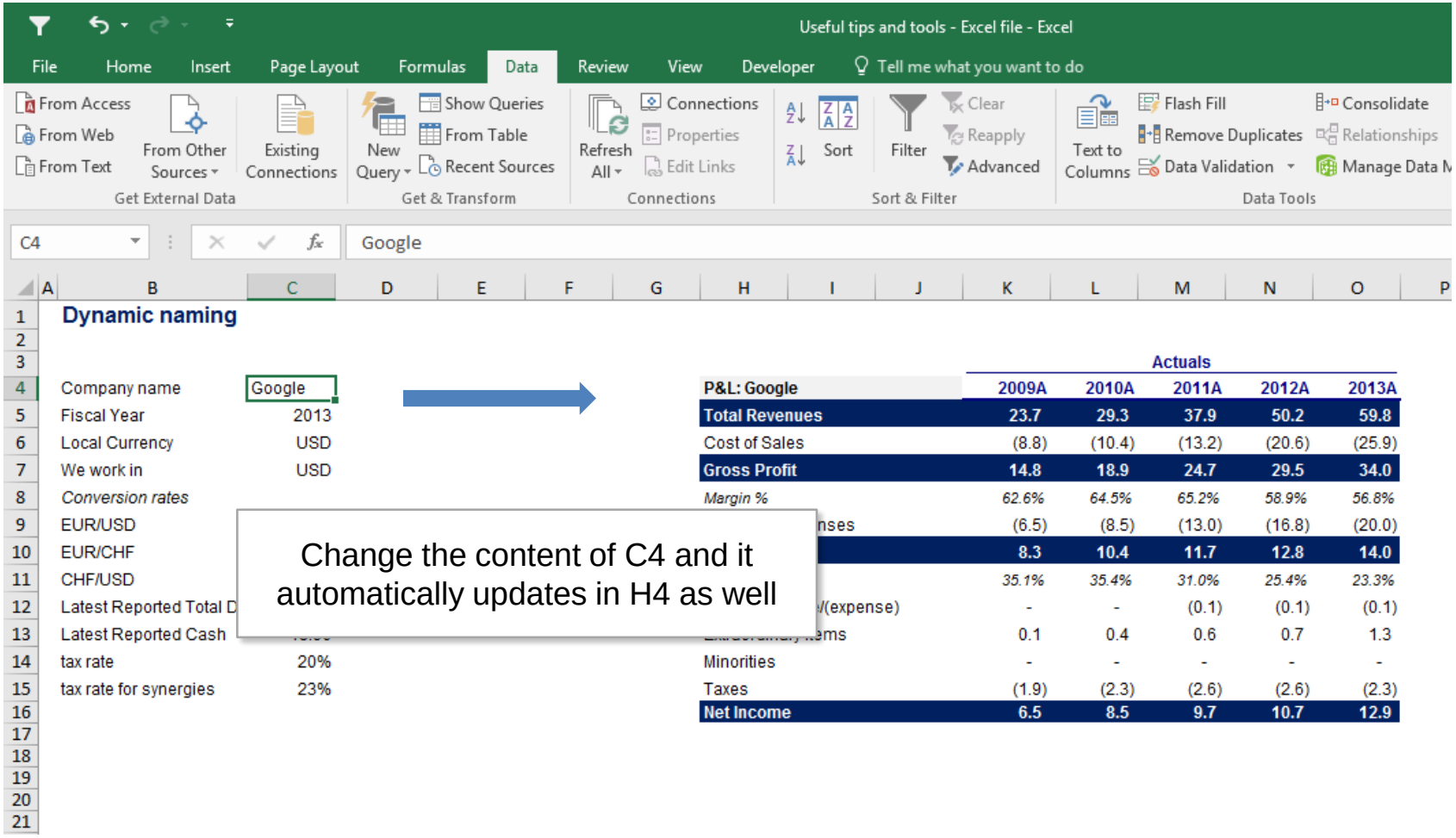
# Dynamic naming

# Dynamic naming



# Dynamic naming

365 Careers


Useful tips and tools - Excel file - Excel
File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do
From Access From Web From Text From Other Sources Existing Connections Get External Data
New Query Show Queries From Table Recent Sources Get & Transform
Refresh All Connections Properties Edit Links Connections
Sort Filter Clear Reapply Advanced Sort & Filter
Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate Relationships Manage Data Data Tools
C4
Google

**Dynamic naming**

| | |
|---|---|
| Company name | Google |
| Fiscal Year | 2013 |
| Local Currency | USD |
| We work in | USD |
| *Conversion rates* | |
| EUR/USD | |
| EUR/CHF | |
| CHF/USD | |
| Latest Reported Total D | |
| Latest Reported Cash | |
| tax rate | 20% |
| tax rate for synergies | 23% |

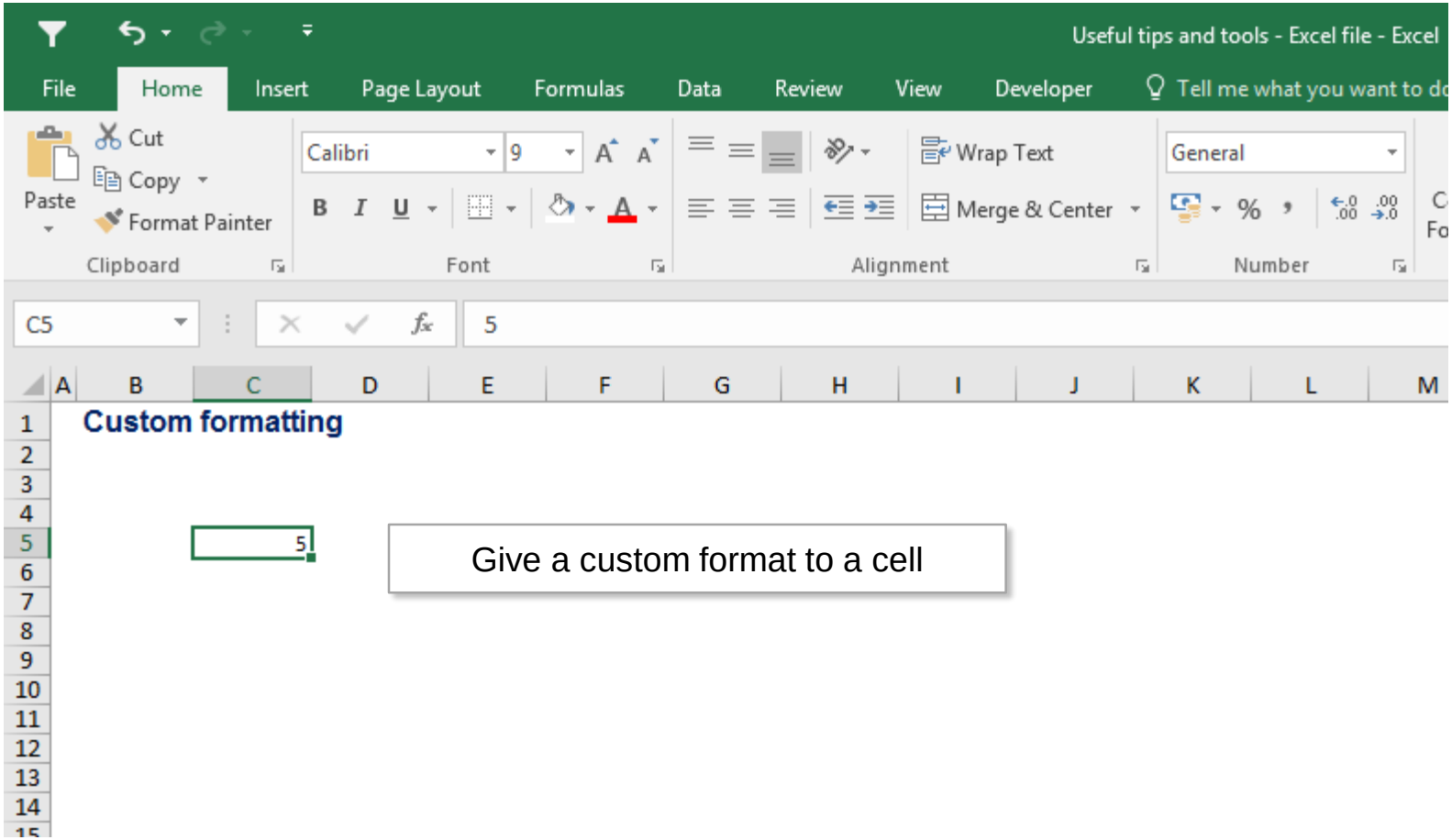
Change the content of C4 and it automatically updates in H4 as well

| | Actuals | | | | |
|---|---|---|---|---|---|
| **P&L: Google** | **2009A** | **2010A** | **2011A** | **2012A** | **2013A** |
| **Total Revenues** | **23.7** | **29.3** | **37.9** | **50.2** | **59.8** |
| Cost of Sales | (8.8) | (10.4) | (13.2) | (20.6) | (25.9) |
| **Gross Profit** | **14.8** | **18.9** | **24.7** | **29.5** | **34.0** |
| *Margin %* | *62.6%* | *64.5%* | *65.2%* | *58.9%* | *56.8%* |
| nses | (6.5) | (8.5) | (13.0) | (16.8) | (20.0) |
| | **8.3** | **10.4** | **11.7** | **12.8** | **14.0** |
| | *35.1%* | *35.4%* | *31.0%* | *25.4%* | *23.3%* |
| /(expense) | - | - | (0.1) | (0.1) | (0.1) |
| ems | 0.1 | 0.4 | 0.6 | 0.7 | 1.3 |
| Minorities | - | - | - | - | - |
| Taxes | (1.9) | (2.3) | (2.6) | (2.6) | (2.3) |
| **Net Income** | **6.5** | **8.5** | **9.7** | **10.7** | **12.9** |

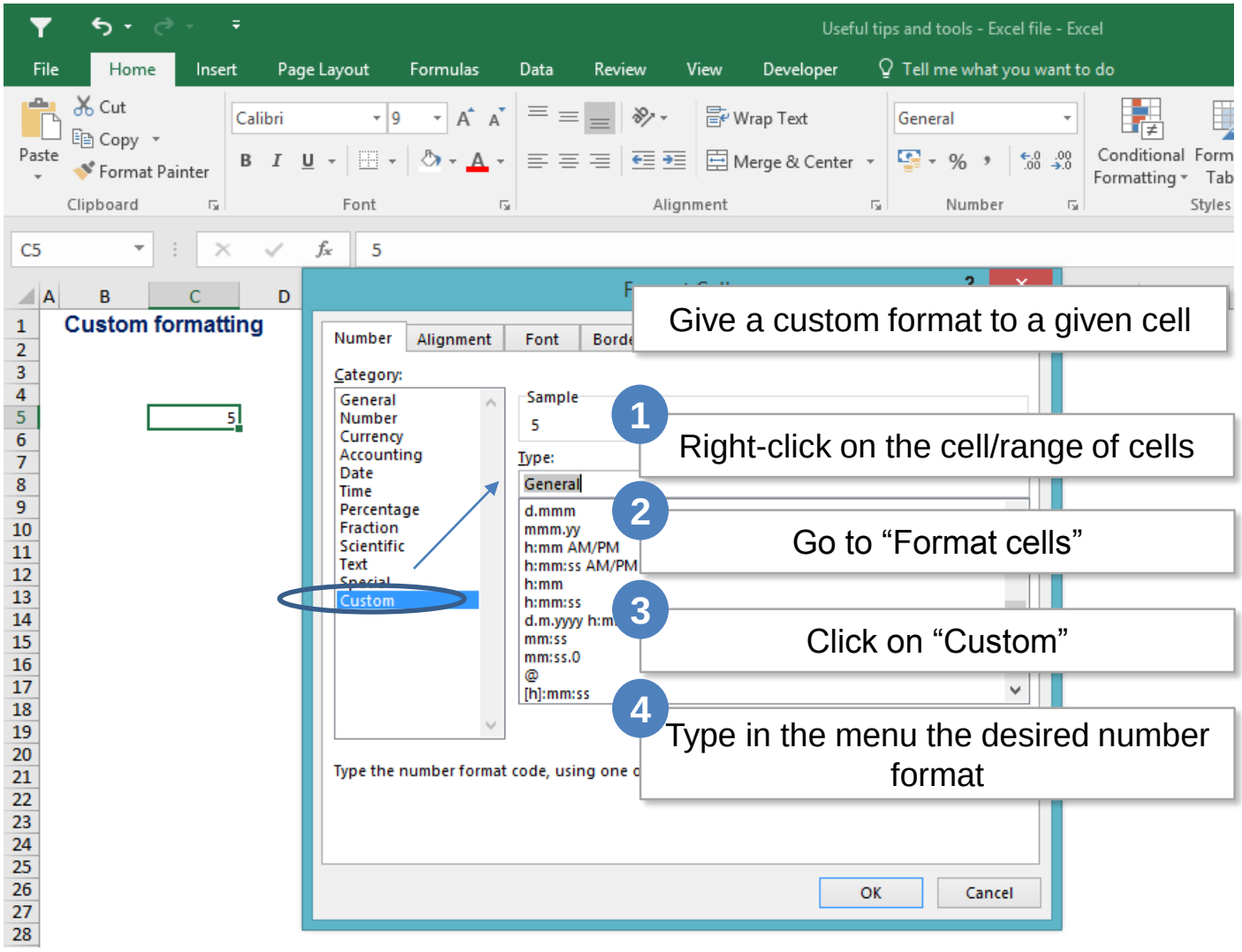
365 Careers

# Custom formatting of cells

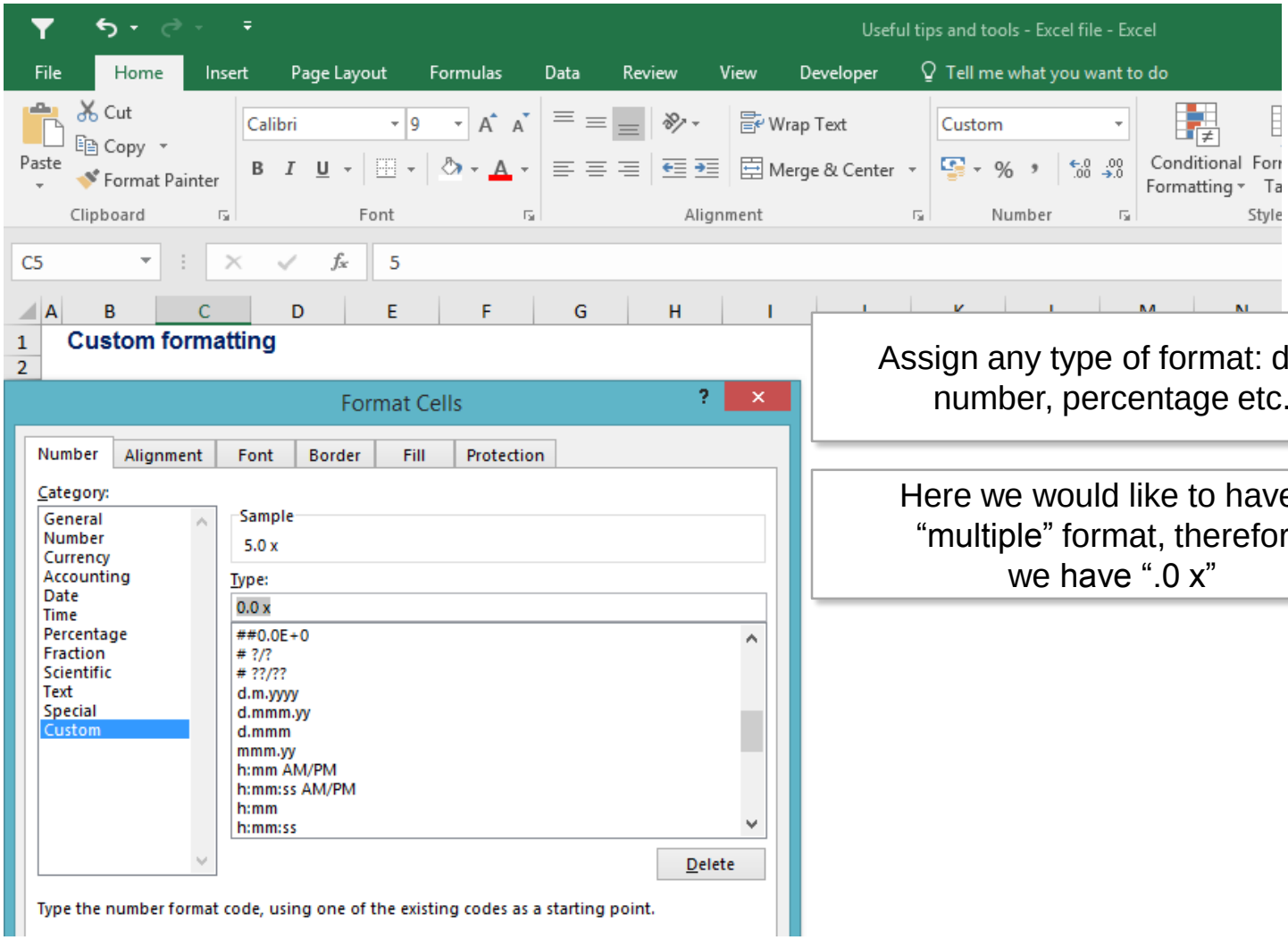
# Custom formatting of cells



# Custom formatting of cells



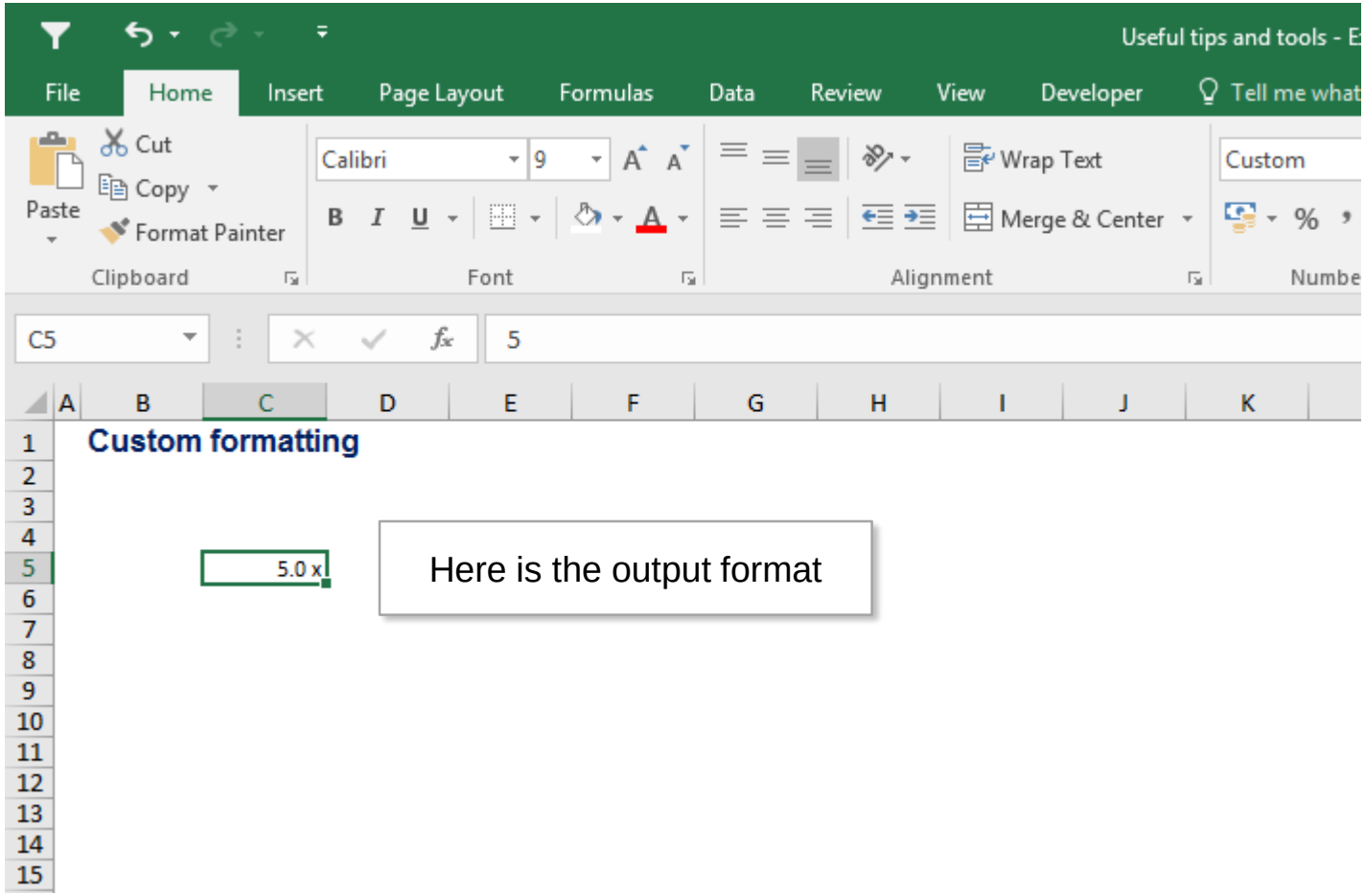
# Custom formatting of cells




Assign any type of format: date, number, percentage etc.

Here we would like to have a "multiple" format, therefore we have ".0 x"

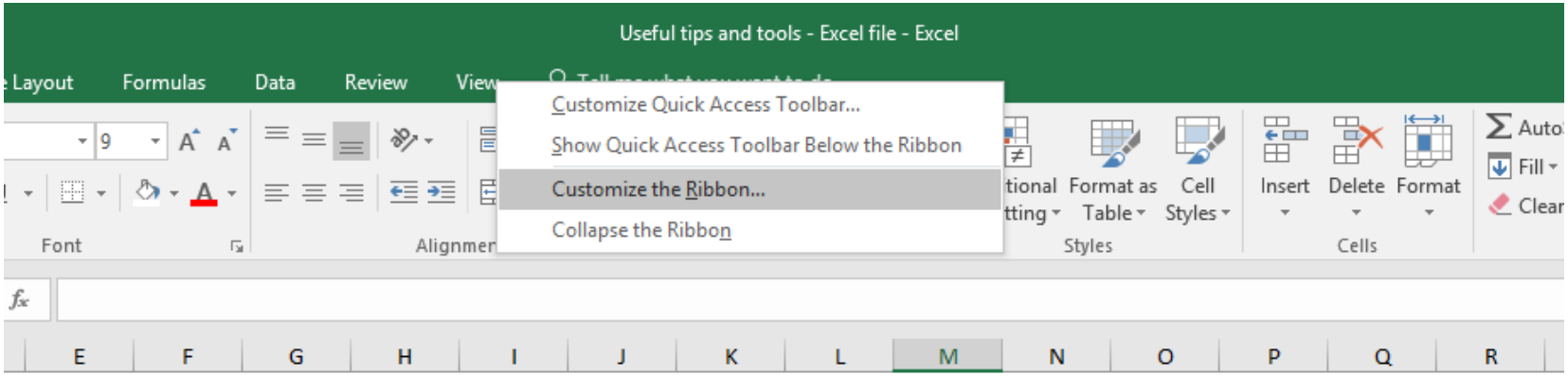
# Custom formatting of cells



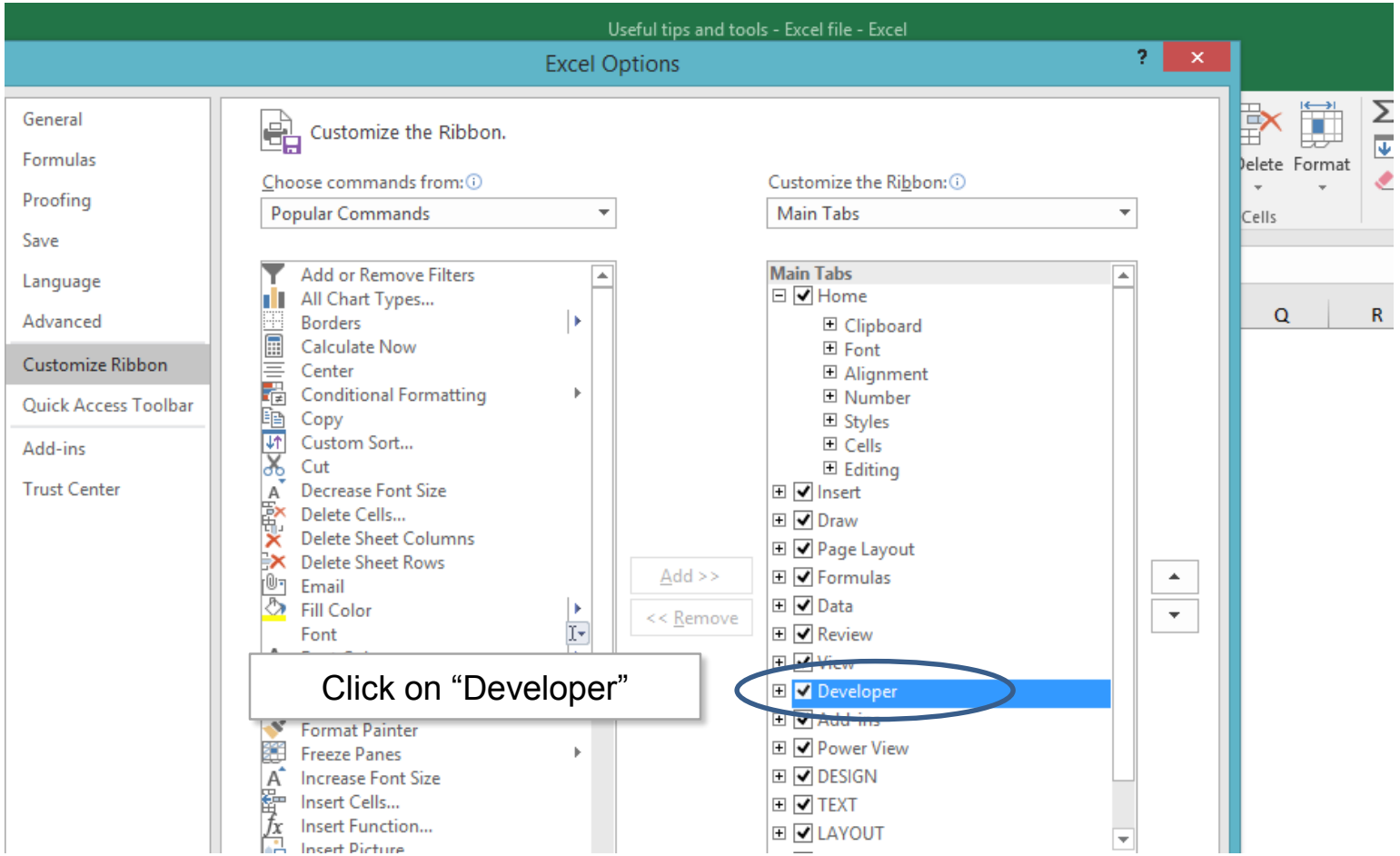
365 Careers

# Recording Macros

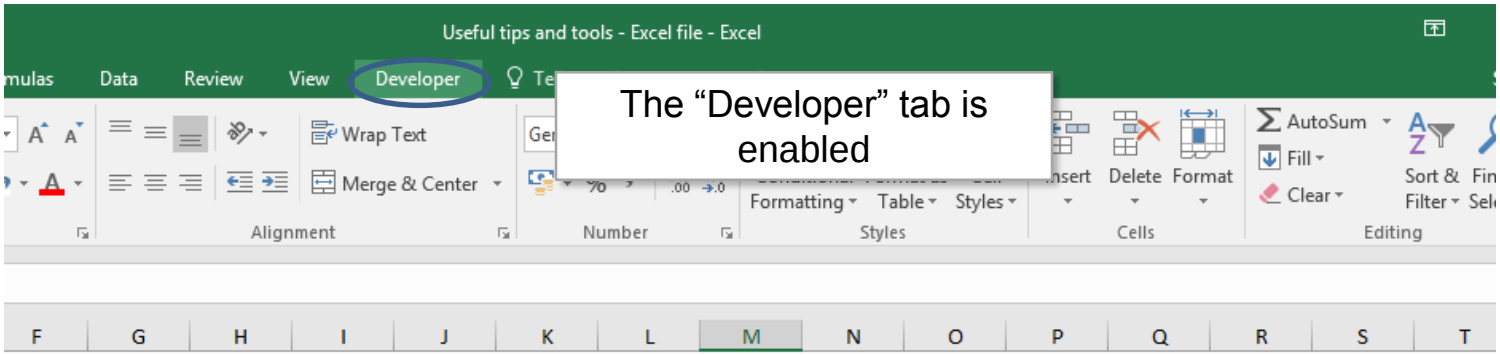
# Recording Macros



# Recording Macros

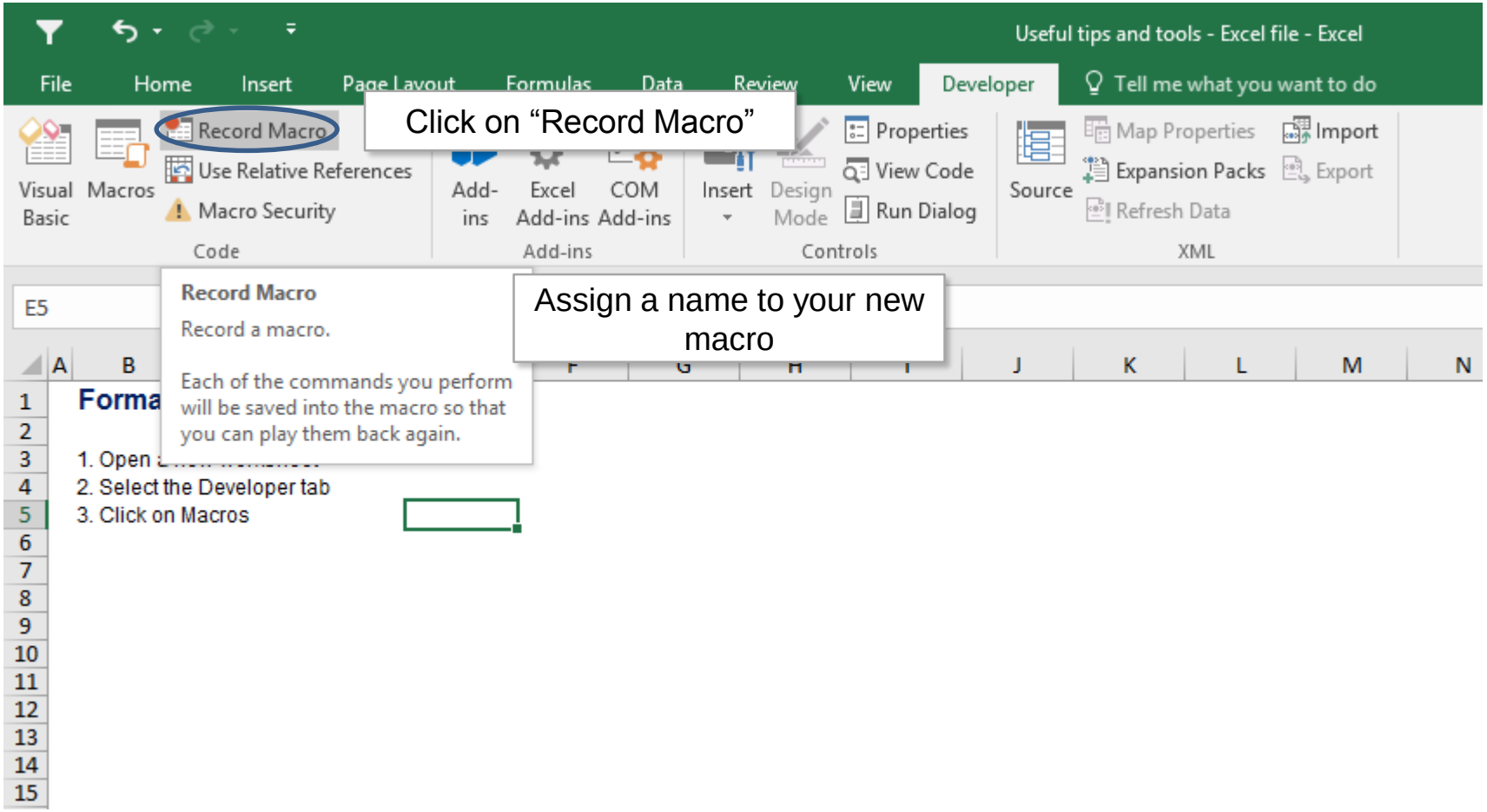


# Recording Macros

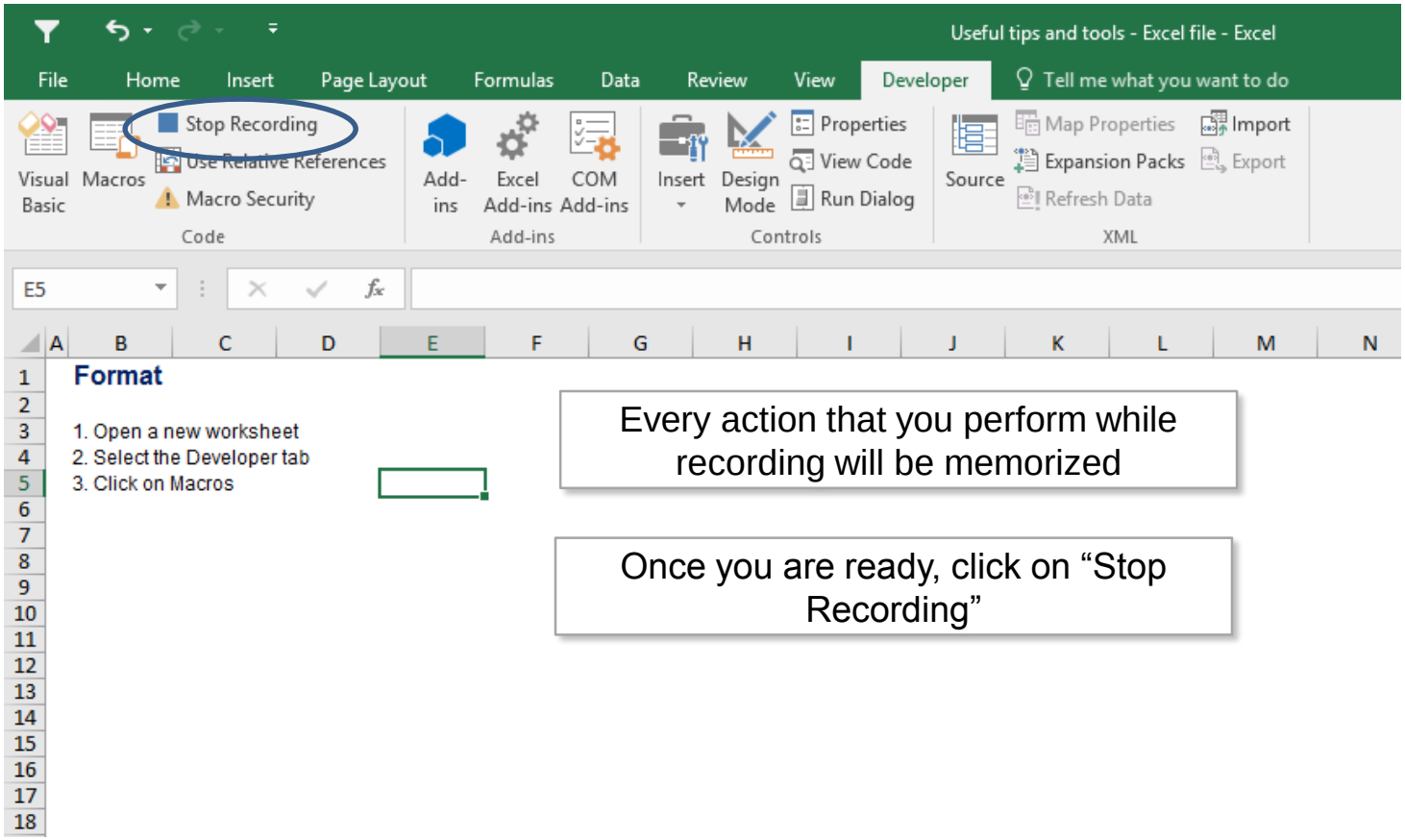



The “Developer” tab is enabled

# Recording Macros

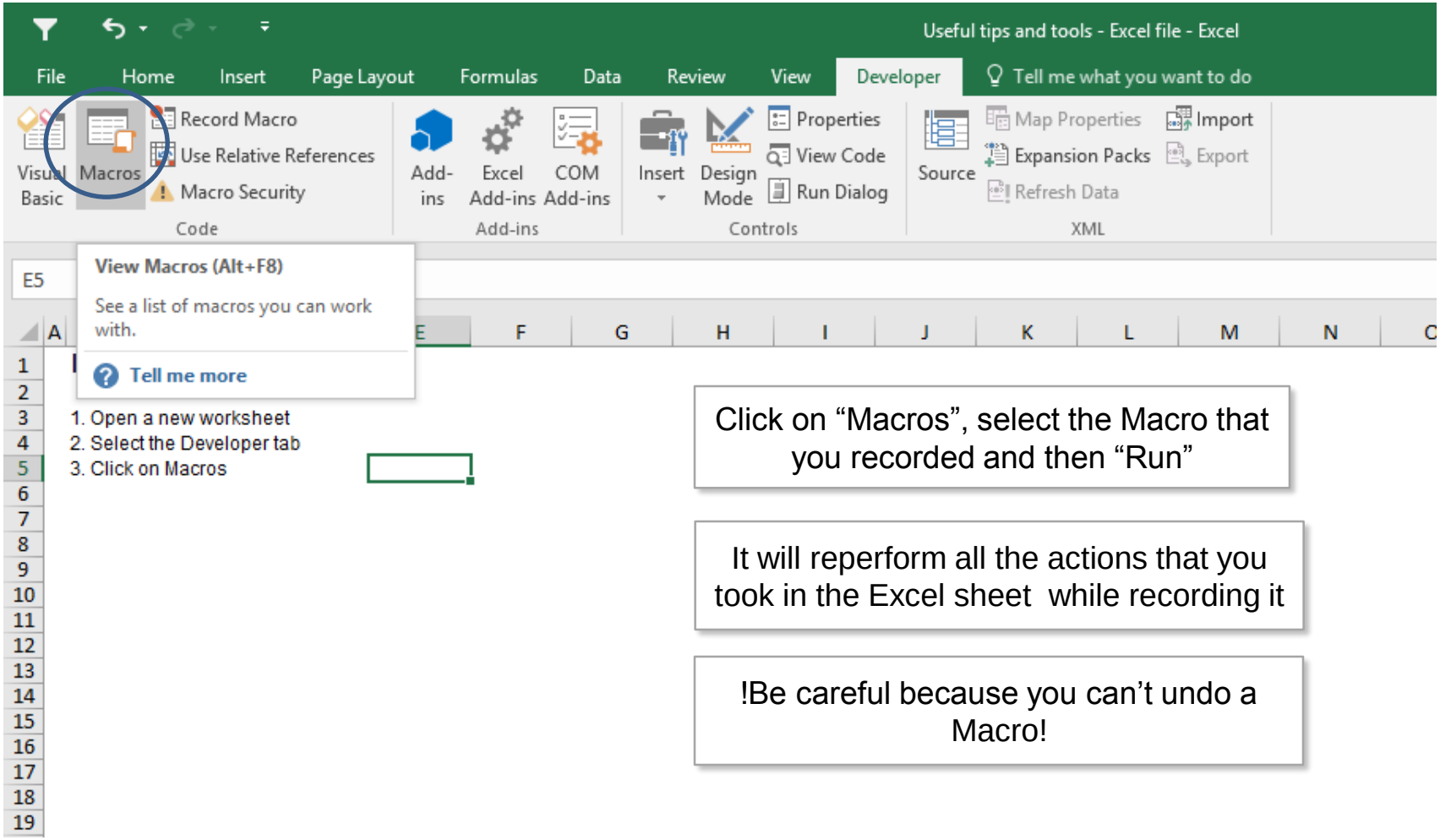


# Recording Macros



# Recording Macros

365 Careers




Click on “Macros”, select the Macro that you recorded and then “Run”

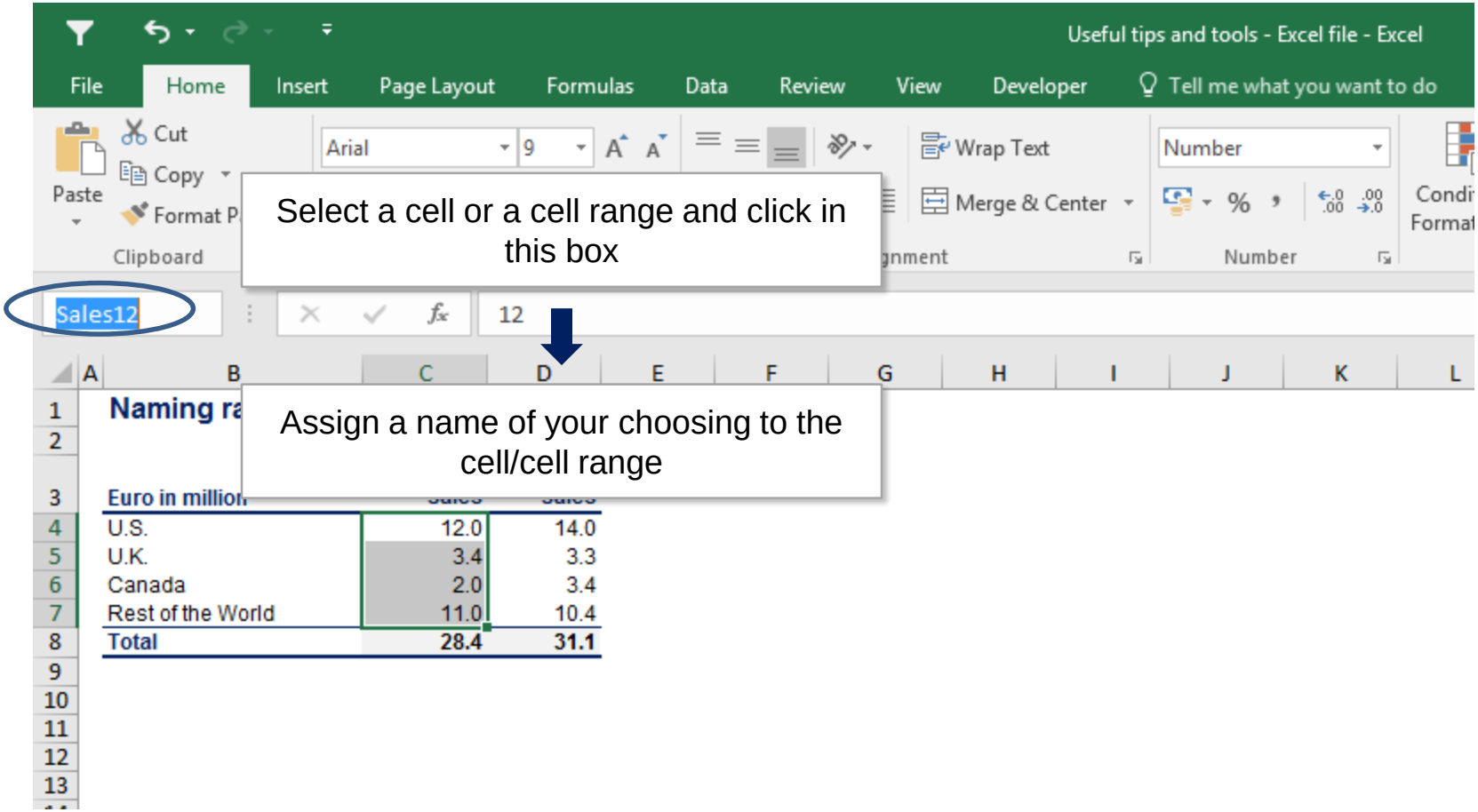
It will reperform all the actions that you took in the Excel sheet while recording it

!Be careful because you can’t undo a Macro!

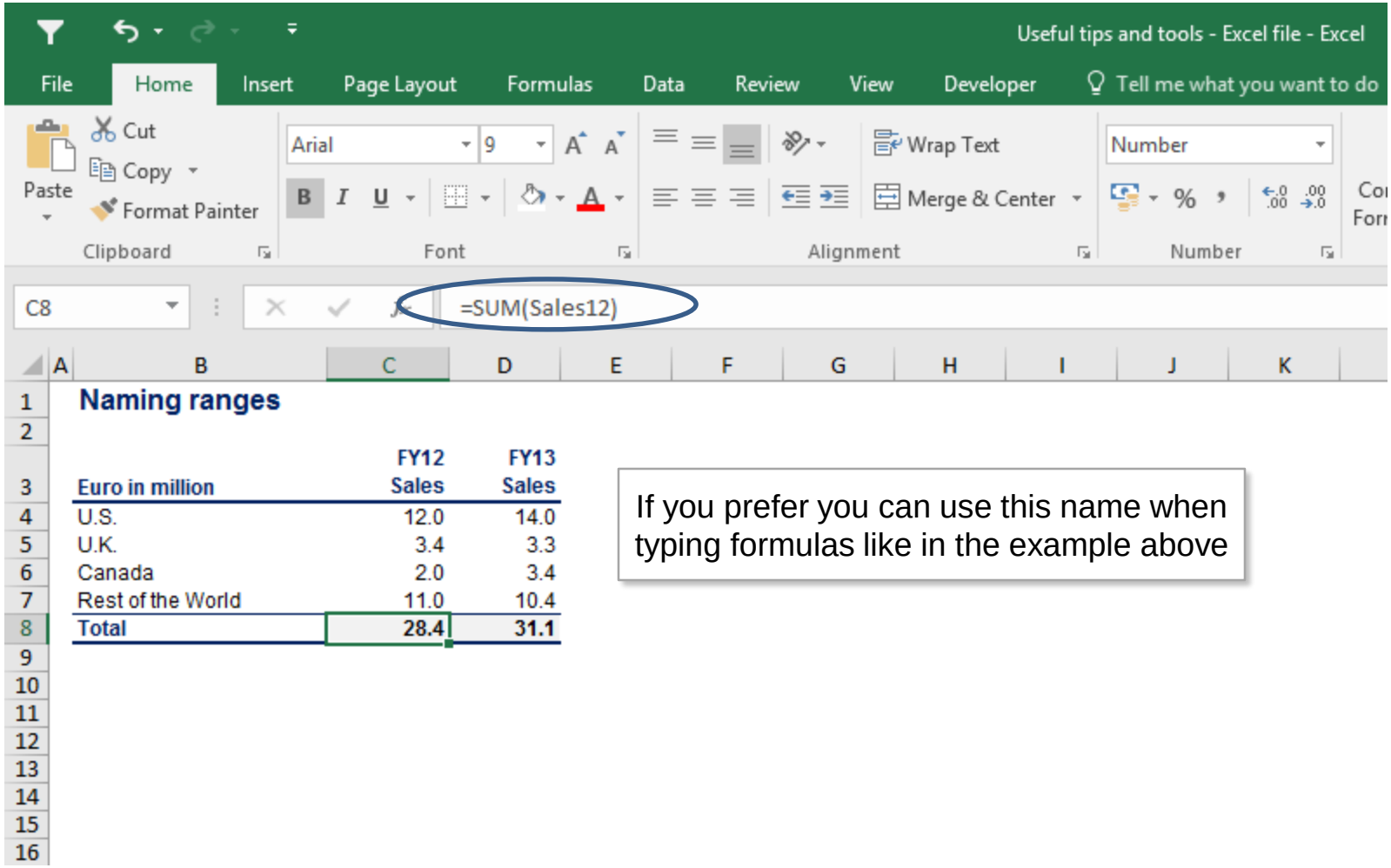
365 Careers

# Name cell ranges

# Name cell ranges



# Name cell ranges




If you prefer you can use this name when typing formulas like in the example above